Intranet User Manual

(English Version)

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Content

CONTENT 2

1 FUNCTION BUTTON LIST 4

2 LOGIN AND LOGOUT ECLASS INTRANET 5

2.1 HOW TO LOGIN AND LOGOUT 5
2.2 FORGET PASSWORD 6

3. HOME 7

3.1 MESSAGE OF THE DAY 7
3.2 SCHOOL CALENDAR 7
3.2.1 Events and Holidays *8*
3.2.2 View Events *8*
3.3 POLLING 9
3.3.1 Vote *10*
3.3.2 View Result *10*
3.4 PUBLIC ANNOUNCEMENT 11
3.4.1 View Public Announcement *11*
3.5 GROUP ANNOUNCEMENT 11
3.5.1 View Group Announcement *12*
3.6 MY ECLASS 12
3.7 HOMEWORK LIST 13
3.7.1 Create Homework *13*
3.7.2 My Record *14*
3.7.3 Import Homework *15*
3.7.4 Browse School Record *16*
3.9 MY ACCOUNT 17

4. SCHOOL INFO 23

4.1 ORGANIZATION 23
4.2 GROUP INFO 24
4.2.1 Timetable *25*
4.2.2 Chat Room *26*
4.2.3 Bulletin *27*
4.2.4 Shared Links *29*
4.2.5 Shared Files *30*
4.2.6 Group Administrator *31*

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4.3 E-NOTICE 46
4.3.1 View Notice 46
4.3.2 New Notice 47
4.3.3 View Notice 52
4.3.4 Edit Notice 54
4.3.5 Delete Notice 55
4.4 CAMPUS LINKS 56

5. CLASSES 56

5.1 MY ECLASS 56
5.2 ECLASS DIRECTORY 57
5.3 ECLASS MANAGEMENT 58
5.3.1 New Classroom 58
5.3.2 Copy Classroom 61
5.3.3 Edit Classroom 62
5.3.4 Delete Classroom 63

6. HOMEWORK LIST 64

7. RESOURCE BOOKING 64

7.1 MY BOOKING RECORDS 64
7.2.1 Create Single Booking 66

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1 Function Button List

Function Key	Function(s)
Search	Enter the key words/sentence into textbox, then press search to get the result with a pop up window.
Send	Information will be sent out but you are unable to modify after you press “Send”.
Submit	Information will be saved into eClass’s database so that you could check it out again after submittion.
Cancel	Back to last page and all information will not be saved into database
Save	Press this button to save your information.
Delete	Clear selected information or file(s)
Edit	Change submitted data.
Reset	All unsaved information will be clear after you press this button
Restore	Remove mail from Trash to Inbox.
	Press here to check Group’s **Timetable**.
	Press here to enter Group’s **Chatroom**.
	Press here to enter Group’s **Bulletin**.
	Press here to check Group’s **Share Links**.
	Press here to check Group’s **Share Files**.
	Click here to view events of last month
	Click here to view events of the coming month
	Press the pen to edit bulletin, share links and share files
	Press the rubber to erase bulletins, share links and share files
	Group Admin can manage resources and information within the group, include basic information, member list, group announcement, group events, timetable, bulletins, share links and share files
繁體	Press here to switch into Traditional Chinese interface
ENG	Press here to switch into English interface

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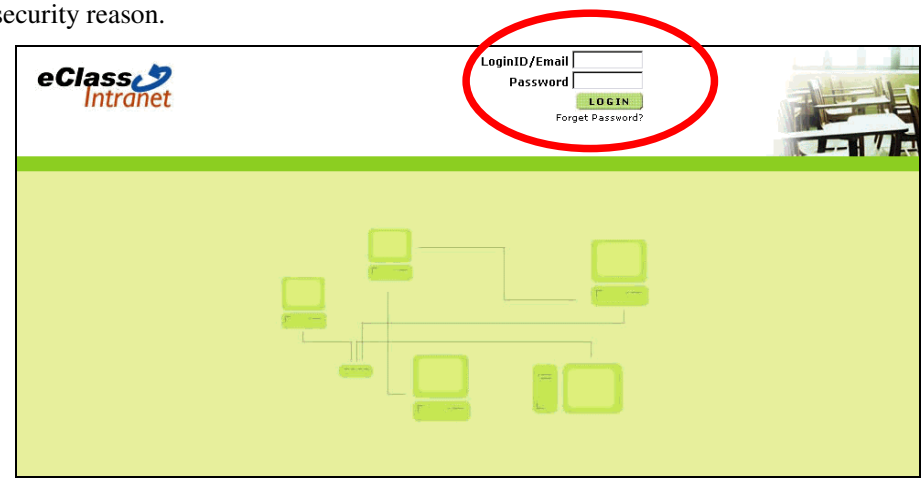
2 Login and Logout eClass Intranet

2.1 How to Login and Logout

You must have an email address to login the eClass Intranet of your school. After the system administrator has created an account for you, the system will automatically send you an email with your login and password.

To login eClass Intranet, enter your email address (or login ID) and password at the login page. You are advised to change your password immediately after your first login for security reason.



To logout, press “logout” at the main page.

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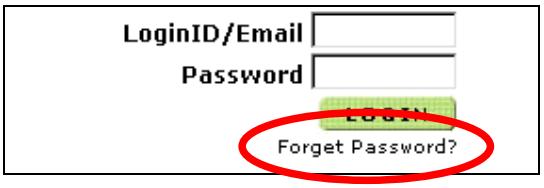
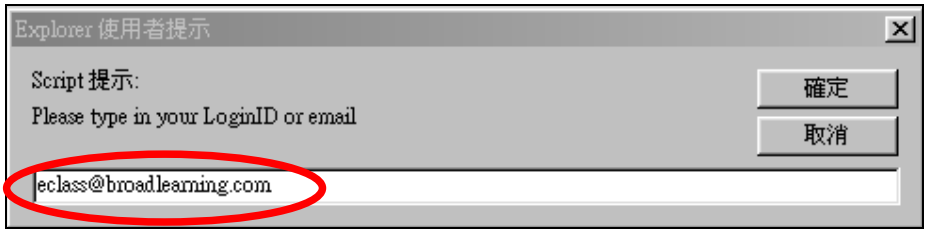
2.2 Forget Password

If you forget your password, you can click on "**Forget Password**", after you type in your Login name or email, a password will be sent to you automatically.





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3. Home

The main page is a quick summary of intranet, it consist of 8 functions, you may click on each functions to view the details.

3.1 Message of the Day

The message of the day will be running at the main page.

3.2 School Calendar

You can check the different school events at the school calendar. Different color represents different types of events.

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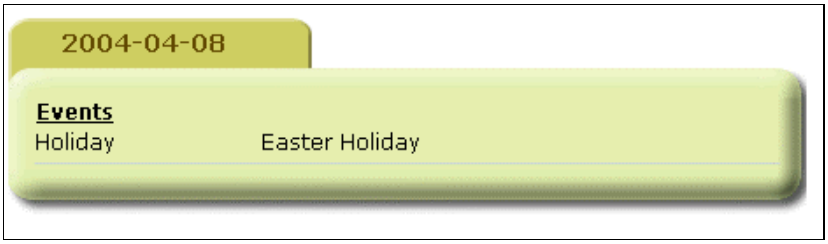
3.2.1 Events and Holidays

Pink represents School Events; Blue represents Academic Events; Red Word represents Holidays; * represents Group Events

3.2.2 View Events

You can check out the details of an event by clicking on a specific date and select the event topic. The event details will be shown in a pop up window.



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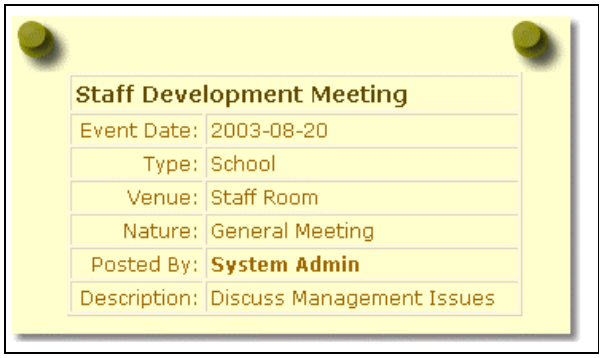
If you want to view all the events of a specified type, you can click on the icon of the event type such as “School Events”, “Academic Events”, “Holidays” or “Group Events”. All related events will be displayed in a new window.

If you want to view the event details, click on the event topic. The details will then be displayed in a new window.



3.3 Polling

Both teachers and students can have one vote in all polls. This function can help to enhance school communication by gathering opinions in a short time.

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3.3.1 Vote

To vote, click the button. User can vote once only for each poll.

3.3.2 View Result

You can always press "Result" to view the current poll's results, even though you have not voted yet. The details will be displayed in a new window.

To view the results of past polls, click and click the poll topic to view its details. The details will be shown in a new window.

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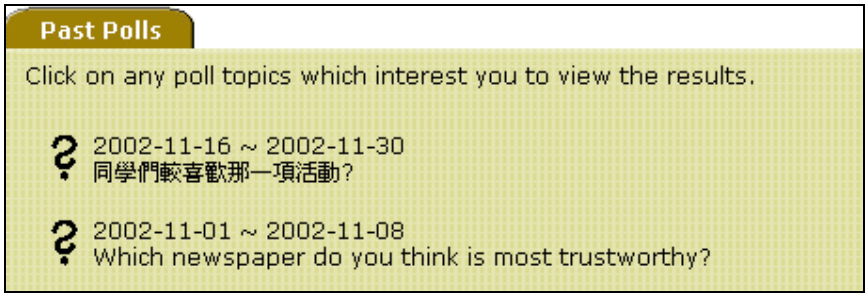
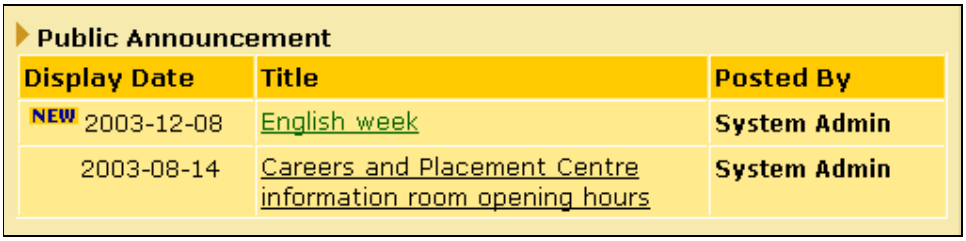

Past Polls
Click on any poll topics which interest you to view the results.
2002-11-16 ~ 2002-11-30
同學們較喜歡那一項活動?
2002-11-01 ~ 2002-11-08
Which newspaper do you think is most trustworthy?

3.4 Public Announcement

Public Announcements are posted by system administrator or group administrators, which allow teachers and students to view latest school news. The announcements are sorted by its post date.



3.4.1 View Public Announcement

To view the details of an announcement, click on the announcement title. The details will be shown in a new window.

Careers and Placement Centre information room opening hours
Start Date: 2003-08-14
Posted By: System Admin
Target Group(s): Whole School
Description: Please check the opening hours of Careers and Placement Centre information room.

3.5 Group Announcement

Each user can belong to different groups and view the corresponding group announcements.

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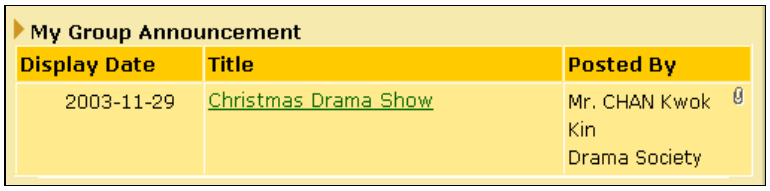

3.5.1 View Group Announcement

1. Click on the title of the group announcement.
2. The details of the group announcement will be shown in a new window.

Christmas Drama Show
Start Date: 2003-11-29
Posted By: Mr. CHAN Kwok Kin (Drama Society)
Target Group(s): Drama Society
Description: The 2003 Christmas Drama will be held in Art Museum, TST on 24 Dec, tickets are avaliable starting from 5 Dec. Interested parties please visit our counter at society room or contact Team Captain Ms. Lai at 6837 4938.
Drama Show 2003.doc (11Kb)

3.6 My eClass

You will find all your online classrooms here. Click on the name to enter a classroom.

My eClass
eClass
Last Login
AS001 - Copy Of Introdutory Astronomy for trial use (T) NEW
2004-03-29 13:15:17
AS001 - Introdutory Astronomy (T) NEW
2004-04-01 11:11:01
D01 - 5A Geography (T) NEW
2004-03-18 11:09:24
D02 - F.5 Home Economics (T)
2003-11-28 20:44:54
D03 - Bus Com II (T) NEW
2003-11-26 14:25:46
D03 - Phil. of Religion (T) NEW
2003-10-10 19:41:45
D03 - Principal Accounting (T) NEW
2004-02-19 17:03:31

Please refer to the “eClass Teacher Manual” for using eClass.

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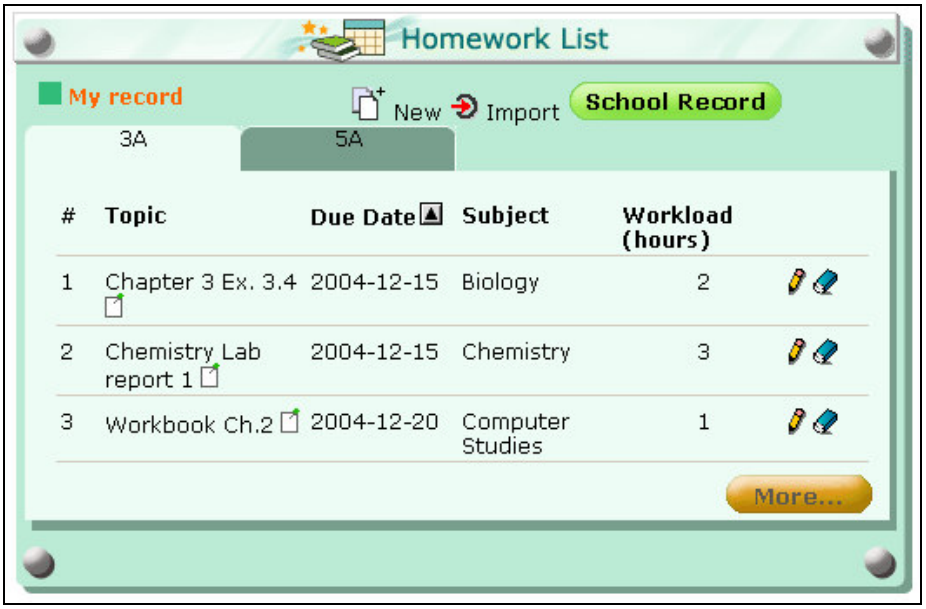
3.7 Homework List

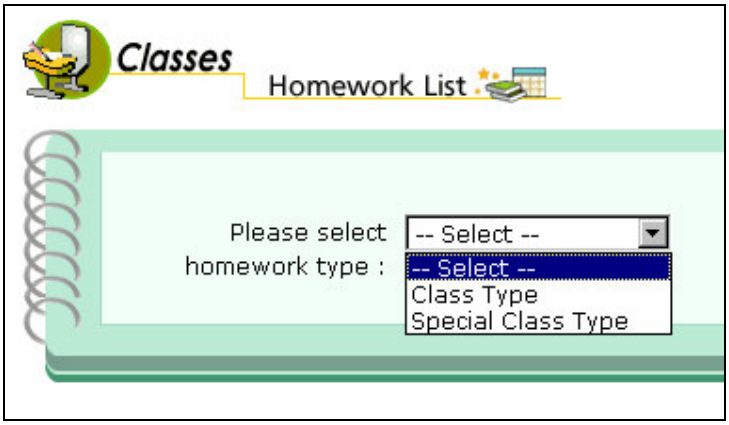
Teachers can view the homework lists of all classes as well as their workload.



3.7.1 Create Homework

i. Press “New”

ii. Select “Homework Type”



iii. Enter “Class”, “Subject”, “Topic”, “Description”, “Workload”, “Start Date” and “Due Date”

iv. Press “Submit”

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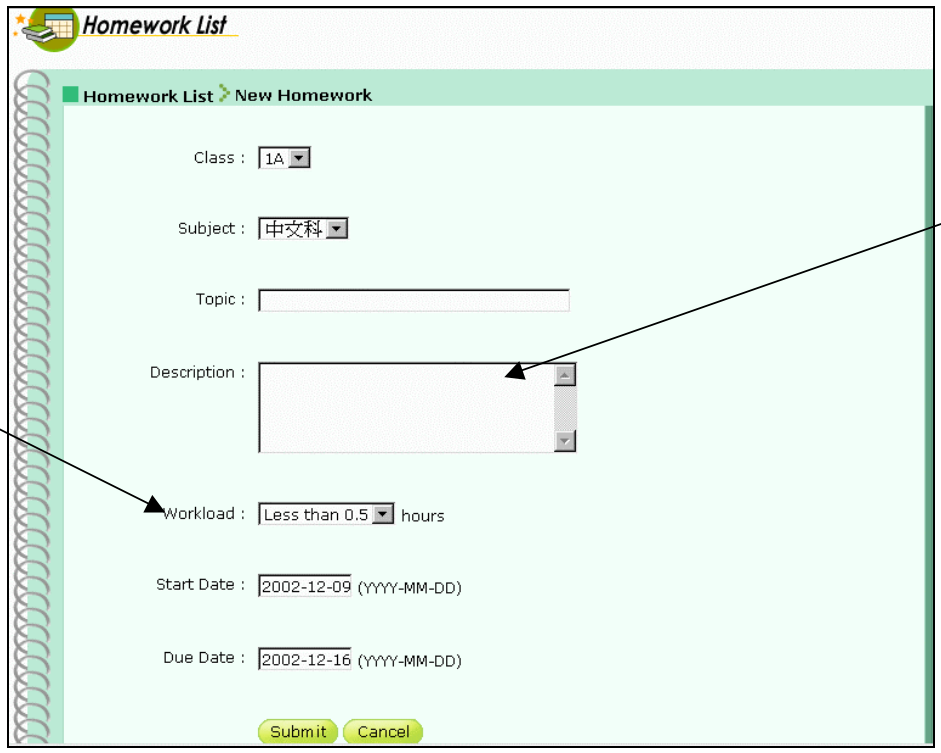
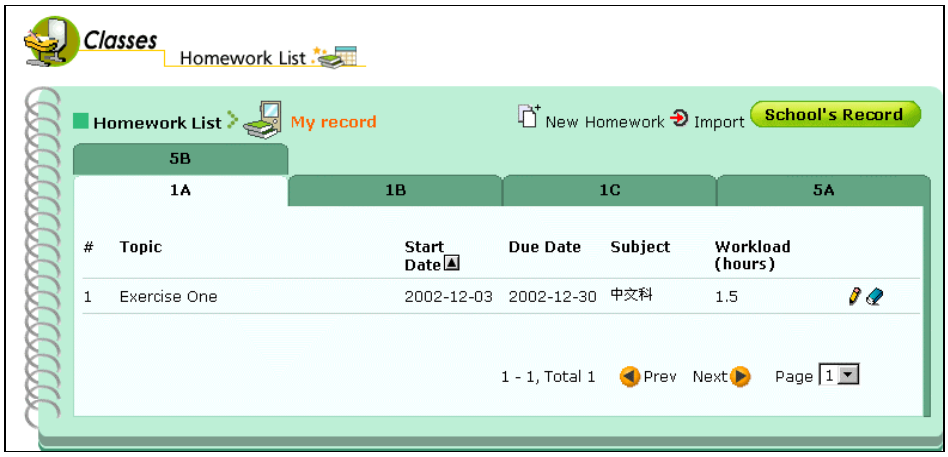
As a reference to other teachers, teacher may enter the estimated workload of a homework



You may fill in the description if necessary, but it is not a must.



3.7.2 My Record

You can view the homework details by clicking on its topic. You may also switch to homework list of different classes by clicking on the class name at the top bar.

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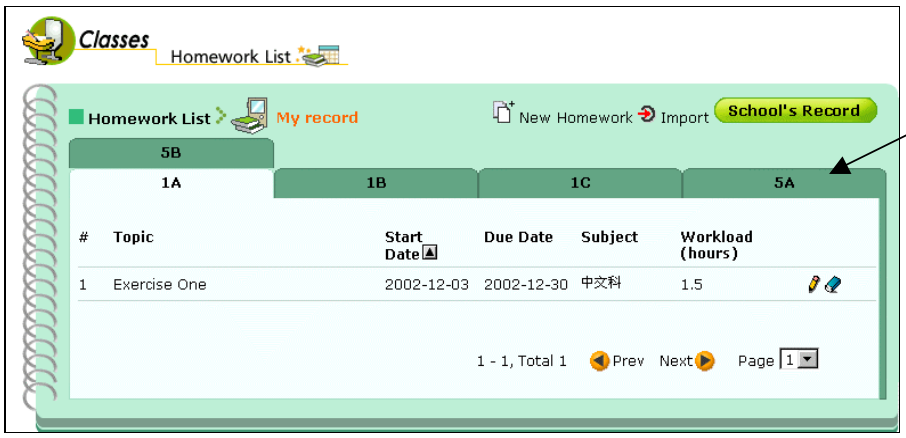

Classes will be shown in My record after teacher gave homework.

3.7.3 Import Homework

i. Press "Import"

ii. Prepare a .CSV file according to the following format (refer to Note)

1st Column: Class

2nd Column: Subject

3rd Column: Topic

4th Column: Loading

5th Column: Start Date

6th Column: Due Date

7th Column: Description

iii. Press "Browse" to select the prepared .CSV file

iv. Press "Import"

Points to note:

- Class name and subject name need to be exactly matched.
- Workload is in 1/2 hour unit. 5 represents 2.5 hours. (0 represents less than 0.5 hours and 17 represents more than 8 hours)
- Date format must be YYYY-MM-DD or YYYY/MM/DD. If you use Excel to edit, please change the date format in Format Cells.
- Fields other than description must be filled in.
- Special Group Type homework cannot be imported.

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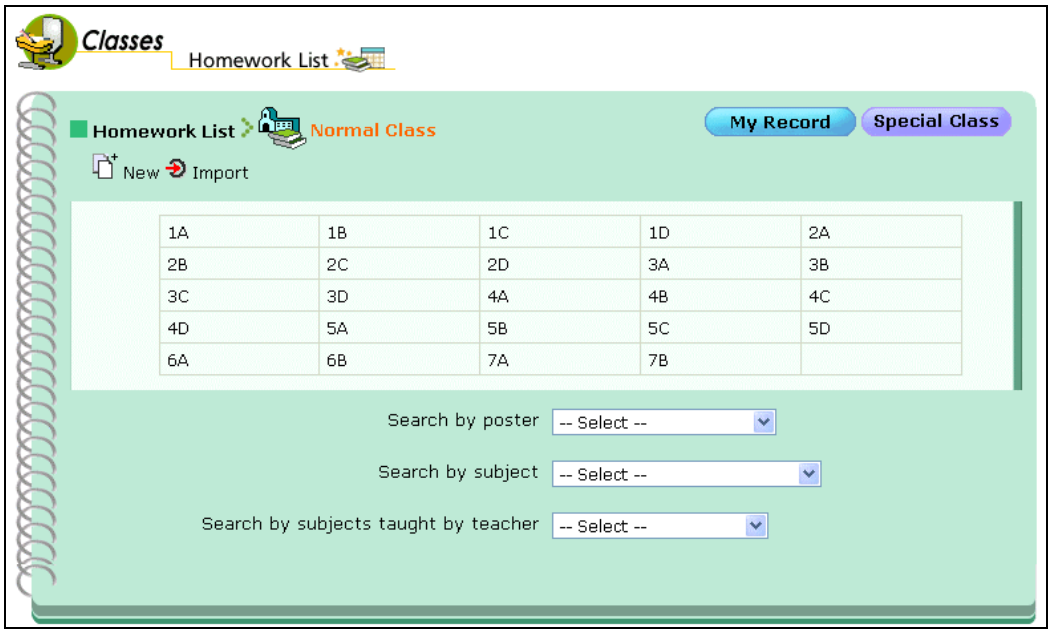
3.7.4 Browse School Record

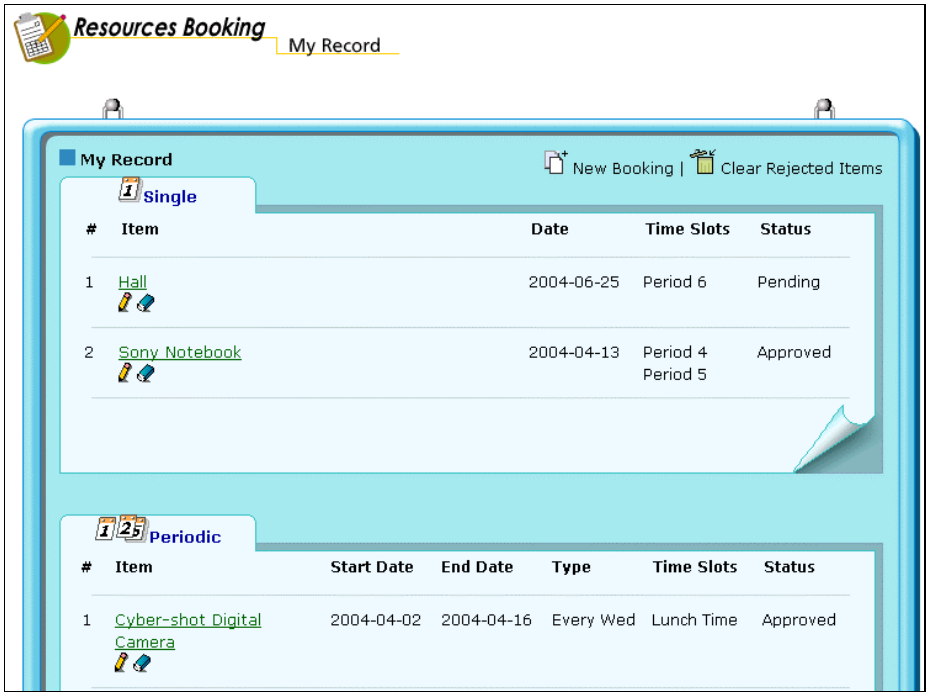
Besides browsing homework record of own classes, Teachers can also browse homework records of other classes by pressing “School Record”.

You can browse by class, subject, teacher and person who posts.



3.8 Resources Booking

This part of the system will help users to reserve different kinds of school resources in an organized manner. For details, please refer to 7.0 of this manual.


Resources Booking
My Record
My Record
New Booking | Clear Rejected Items
Single
Item Date Time Slots Status
1 Hall 2004-06-25 Period 6 Pending
2 Sony Notebook 2004-04-13 Period 4 Period 5 Approved
Periodic
Item Start Date End Date Type Time Slots Status
1 Cyber-shot Digital Camera 2004-04-02 2004-04-16 Every Wed Lunch Time Approved

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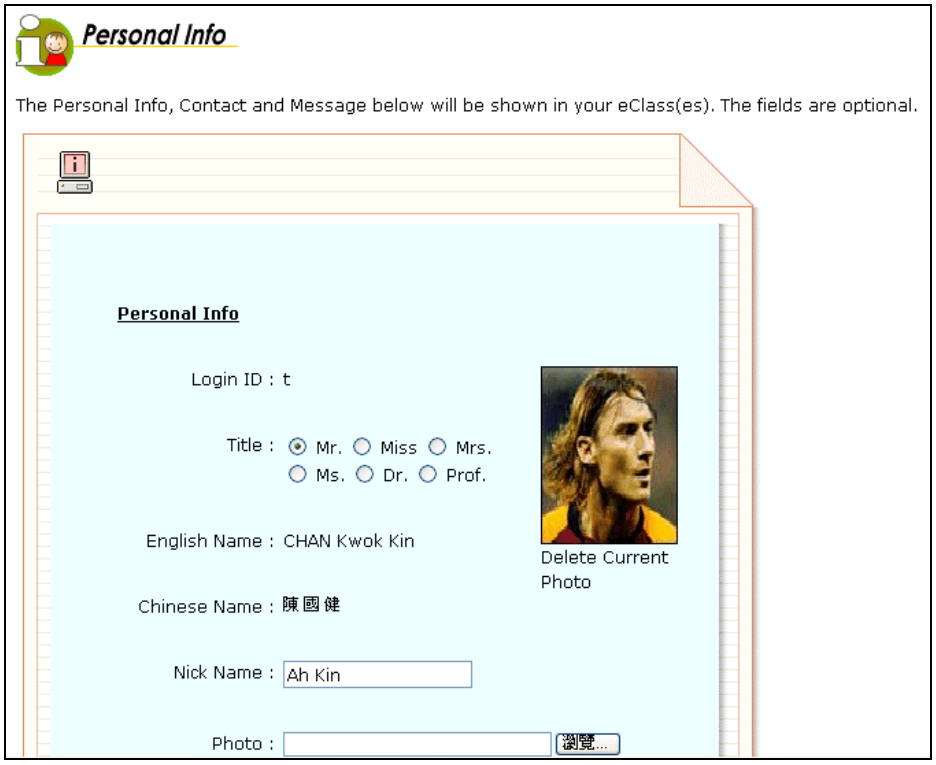
3.9 My Account

My Account mainly consists of 3 parts: Personal Info, Login Record and Campus Mail.

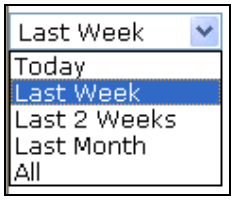
3.9.1 Personal Info

You can modify your personal information here, including email address and login password. Press "Submit" when finished.


Personal Info
The Personal Info, Contact and Message below will be shown in your eClass(es). The fields are optional.
Personal Info
Login ID : t
Title : Mr. Miss Mrs. Ms. Dr. Prof.
English Name : CHAN Kwok Kin
Chinese Name : 陳國健
Nick Name : Ah Kin
Photo :
瀏覽...
Delete Current Photo

3.9.2 Login Record

You can browse your today's login record, as well as login records of last week, last 2 weeks, last month and all records.



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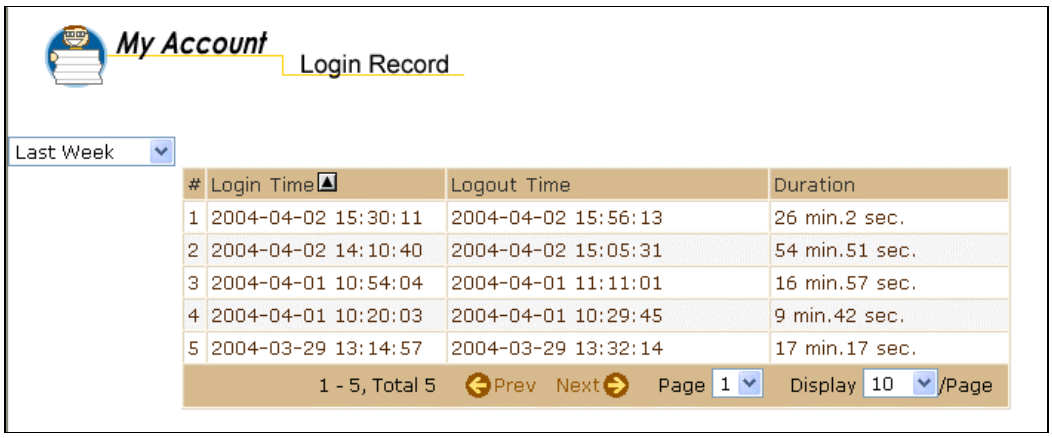
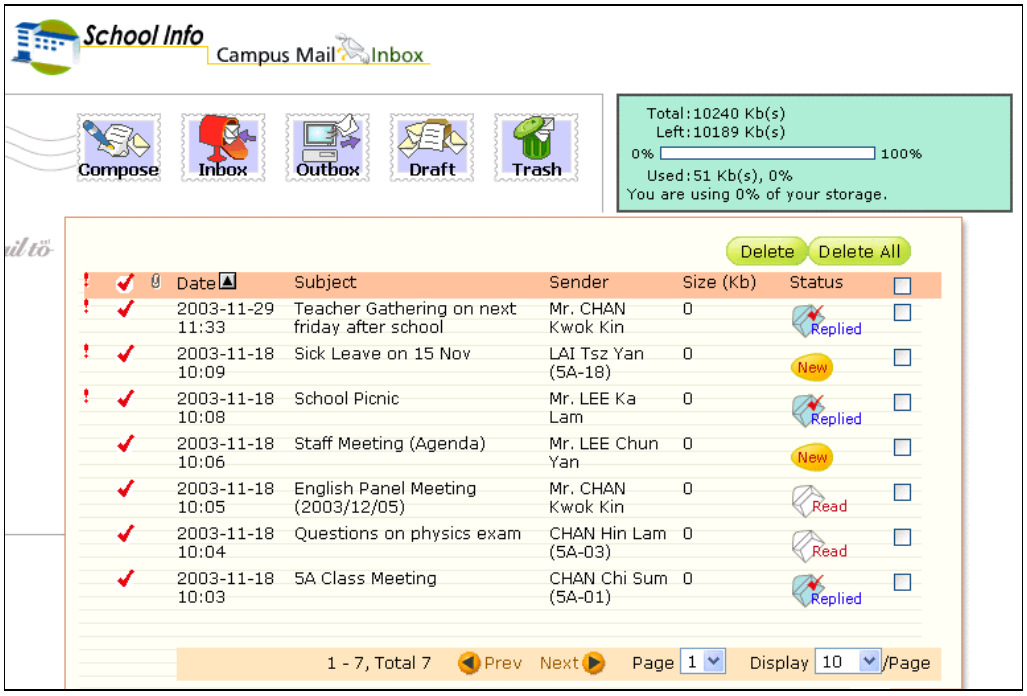


3.9.3 Campus Mail

Campus Mail is an internal mail system for all intranet users to communicate with each other.

3.9.3.1 Read Mail

You can view your received message(s) in Inbox. Click the subject and you will be able to read the message and reply the sender.


School Info
Campus Mail Inbox
Compose
Inbox
Outbox
Draft
Trash
Total:10240 Kb(s)
Left:10189 Kb(s)
0% 100%
Used:51 Kb(s), 0%
You are using 0% of your storage.
Delete
Delete All
Date Subject Sender Size (Kb) Status
2003-11-29 11:33 Teacher Gathering on next friday after school Mr. CHAN Kwok Kin 0 Replied
2003-11-18 10:09 Sick Leave on 15 Nov LAI Tsz Yan (5A-18) 0 New
2003-11-18 10:08 School Picnic Mr. LEE Ka Lam 0 Replied
2003-11-18 10:06 Staff Meeting (Agenda) Mr. LEE Chun Yan 0 New
2003-11-18 10:05 English Panel Meeting (2003/12/05) Mr. CHAN Kwok Kin 0 Read
2003-11-18 10:04 Questions on physics exam CHAN Hin Lam (5A-03) 0 Read
2003-11-18 10:03 5A Class Meeting CHAN Chi Sum (5A-01) 0 Replied
1 - 7, Total 7 Prev Next Page 1 Display 10 /Page

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Important message

Request notification upon reading the message

Attachment

Unread

Read but not replied

Read and replied

3.9.3.2 Reply Mail

Click the subject of the message in Inbox, select "Read" to notify the sender that you have read the message, fill in the "Your Reply" box and then press "Send".

Date : 2003-01-17 11:01
Sender : Chan Kwok Kin
Subject : Staff 2nd General Meeting
Message : We will have our 2nd general meeting on 25 January 2003.
Time: 4:00 - 5:30
Venue: Room 313
Please see the attached Agenda
Attachment : StaffMeeting_2_agenda.doc (20Kb)
The sender of this message wants you to reply this message. Please type your reply below and click send.
Your Reply :
Send

3.9.3.3 Compose Mail

1. Press "Compose Mail"
2. Select recipients: Select the user group and then the user(s)
3. Enter the "Subject" of your mail
4. Enter your "Message"
5. If you need to add an attachment, press "Attach file(s)" and press "Browse" to

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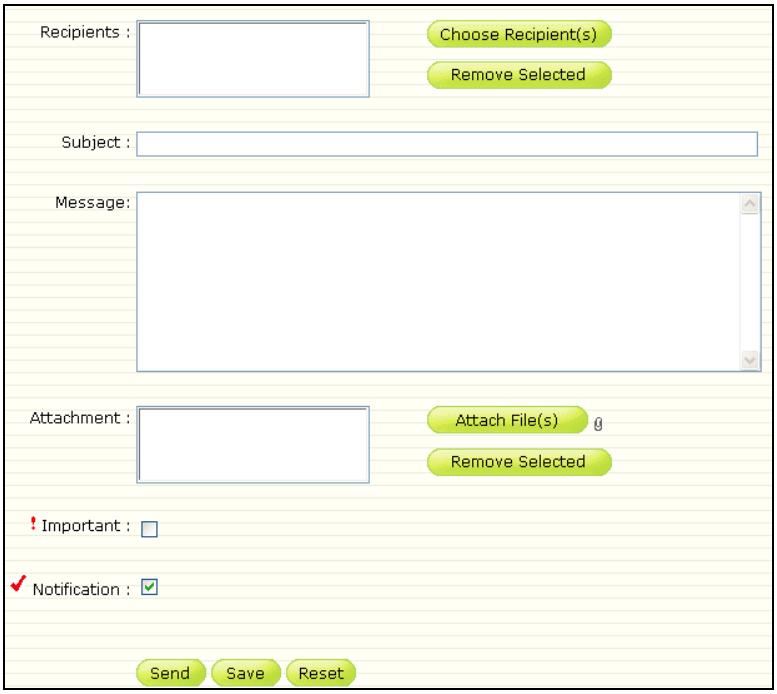
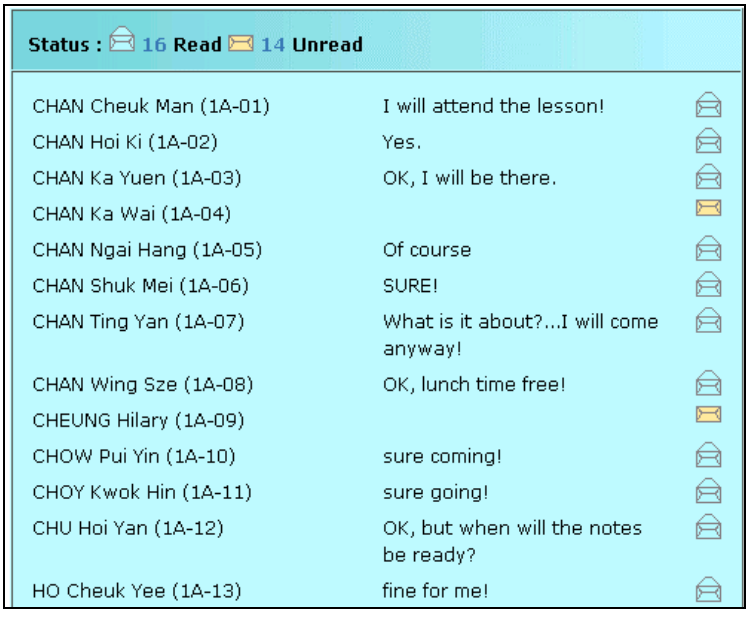
select the required files. Press “Upload” after finished.

6. If you have selected “Important file”, the mail will be marked as in Inbox to remind the recipient(s) that it is an important mail.
7. If you have selected “Notification”, you could check the reading status of each recipients.



3.9.3.4 Outbox

In the Outbox, you can view the mail(s) you have sent and check the reading status and the reply of each recipient.


Status : 16 Read 14 Unread
CHAN Cheuk Man (1A-01) I will attend the lesson!
CHAN Hoi Ki (1A-02) Yes.
CHAN Ka Yuen (1A-03) OK, I will be there.
CHAN Ka Wai (1A-04)
CHAN Ngai Hang (1A-05) Of course
CHAN Shuk Mei (1A-06) SURE!
CHAN Ting Yan (1A-07) What is it about?...I will come anyway!
CHAN Wing Sze (1A-08) OK, lunch time free!
CHEUNG Hilary (1A-09)
CHOW Pui Yin (1A-10) sure coming!
CHOY Kwok Hin (1A-11) sure going!
CHU Hoi Yan (1A-12) OK, but when will the notes be ready?
HO Cheuk Yee (1A-13) fine for me!

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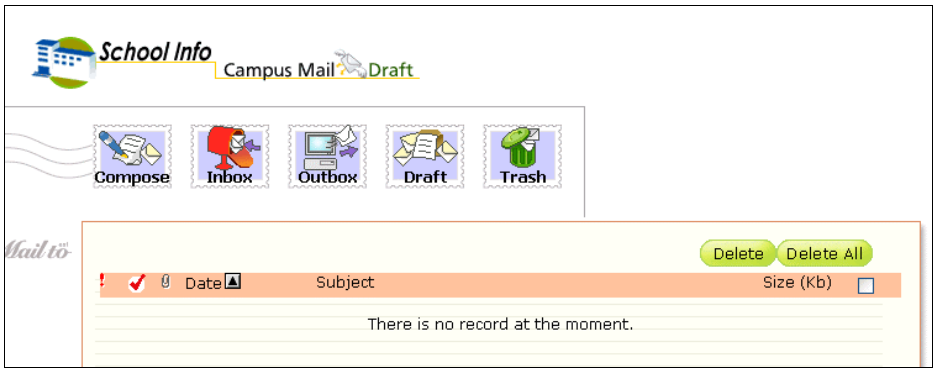
3.9.3.5 Draft

You can store all your mail draft(s) here.



3.9.3.6 Trash

All the deleted mails from Inbox, Outbox and Trash will be stored in the Trash. To delete mails permanently, select the mail(s) in Trash and press “Delete”. To restore, select the mail(s) and press “Restore”.

3.10 Student Profile

This function will only be enabled for Class Teachers for viewing the profile of his/her class students. To view the profile of a particular student, select the student name in the selection box. Press the years to view the record details.

Student Profile
Select Student To View: CHAN Chi Sum (5A-01)
Attendance Record
School Year | Absent | Late | Early Leave
2003 | 2 | 0 | 0
2002-2003 | 1 | 0 | 0
2001-2002 | 0 | 2 | 0
1999-2000 | 0 | 1 | 0
Merit/Demerit Record
School Year | Merit | Minor Credit | Major Credit | Super Credit | Ultra Credit | Black Mark | Minor Demerit | Major Demerit | Super Demerit | Ultra Demerit
2003-2004 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0
2001-2002 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
2000-2001 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Activity Record
School Year | Semester | Activity Name | Role | Performance
2003-2004 | Second Semester | Drama Society | Stage Manager | Good
2002-2003 | First Semester | Badminton Team | Team Captain | Good
2001-2002 | First Semester | English Society | Member | Excellent

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3.11 Interface Language

You can change the interface language according to your preference. To change the language, press the icon of your preferred language. The system currently supports two languages – Traditional Chinese and English.

3.12 User Support

If you have encountered any problem, press “User Support” to browse the Customer Support website.

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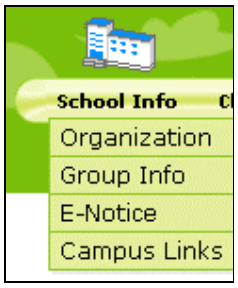
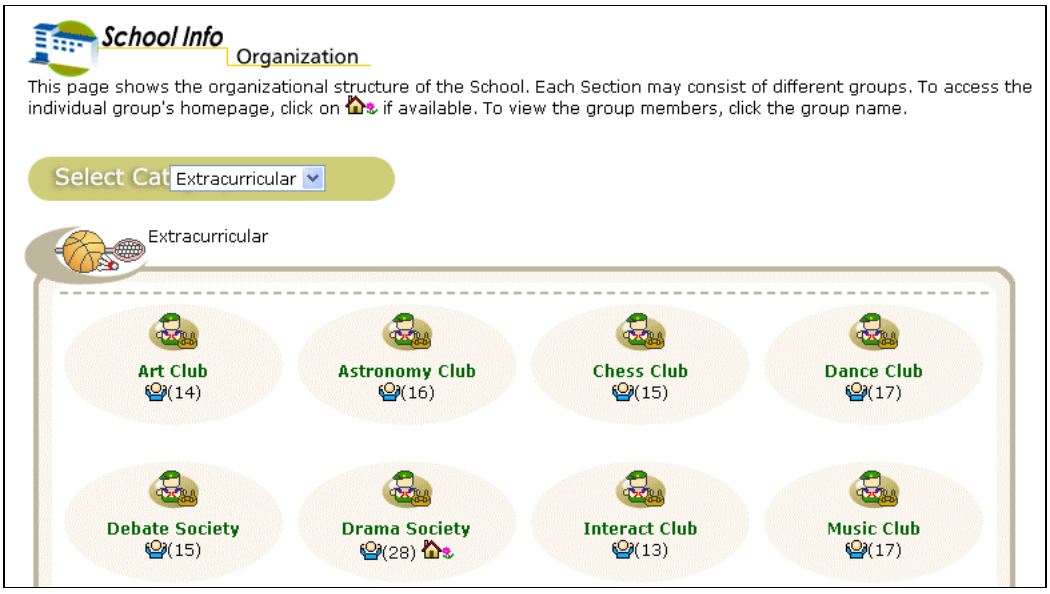
4. School Info

You can find different school-related functions at this drop down menu. The functions you can find depends on your school admin settings.



4.1 Organization

This page shows the organizational structure of your school. Each section may consist of different groups. To access the individual group's homepage, click on if available. To view the group members, click the group name.


School Info
Organization
This page shows the organizational structure of the School. Each Section may consist of different groups. To access the individual group's homepage, click on if available. To view the group members, click the group name.
Select Cat
Extracurricular
Extracurricular
Art Club (14)
Astronomy Club (16)
Chess Club (15)
Dance Club (17)
Debate Society (15)
Drama Society (28)
Interact Club (13)
Music Club (17)

1. You may click on a group name to view the details of the group, including group description, group website, member list and emails.

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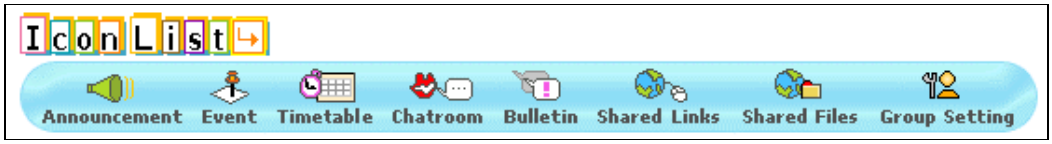
4.2 Group Info

Group Info provides tools for you to collaborate with your group members. You might check out different functions with the Icon List.



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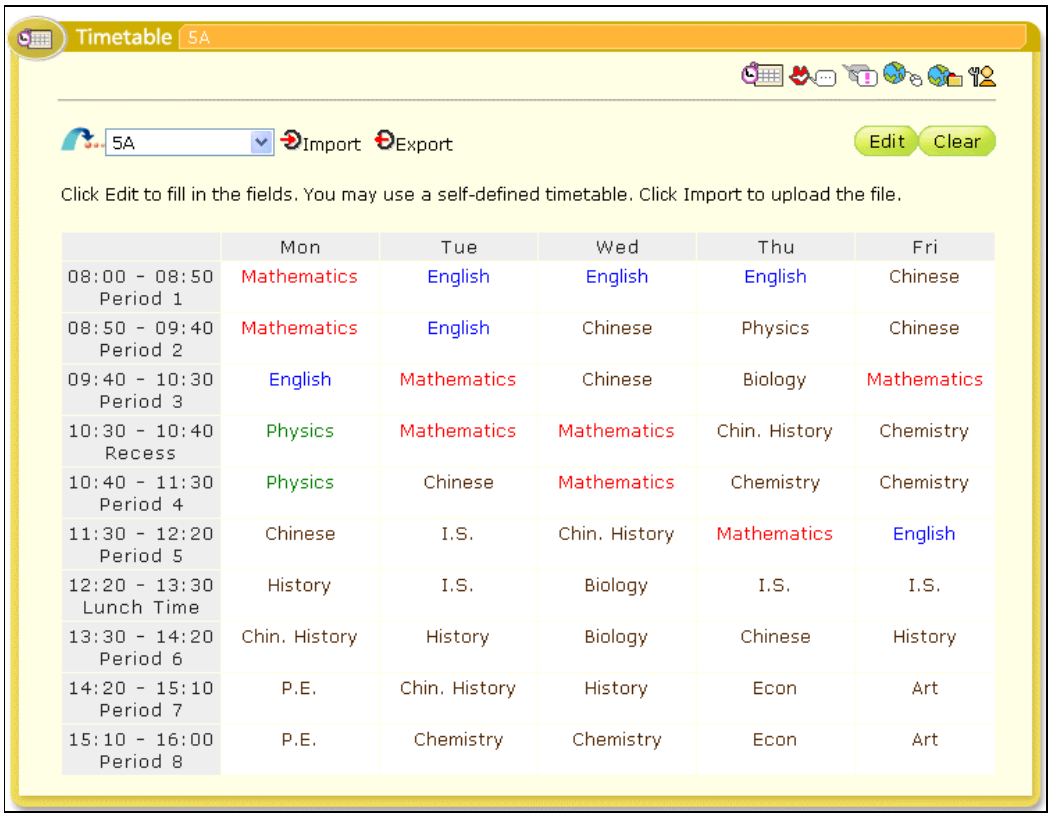
4.2.1 Timetable



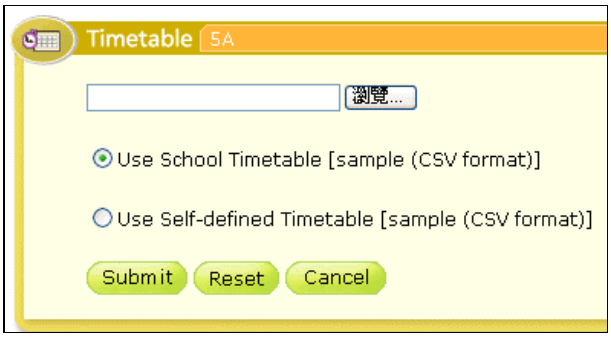
	Mon	Tue	Wed	Thu	Fri
08:00 - 08:50 Period 1	Mathematics	English	English	English	Chinese
08:50 - 09:40 Period 2	Mathematics	English	Chinese	Physics	Chinese
09:40 - 10:30 Period 3	English	Mathematics	Chinese	Biology	Mathematics
10:30 - 10:40 Recess	Physics	Mathematics	Mathematics	Chin. History	Chemistry
10:40 - 11:30 Period 4	Physics	Chinese	Mathematics	Chemistry	Chemistry
11:30 - 12:20 Period 5	Chinese	I.S.	Chin. History	Mathematics	English
12:20 - 13:30 Lunch Time	History	I.S.	Biology	I.S.	I.S.
13:30 - 14:20 Period 6	Chin. History	History	Biology	Chinese	History
14:20 - 15:10 Period 7	P.E.	Chin. History	History	Econ	Art
15:10 - 16:00 Period 8	P.E.	Chemistry	Chemistry	Econ	Art

4.2.1.1 Import timetable

If you are the group administrator, you can import the timetable for the The timetable supports HTML format.

i. Press “Import”

ii. Please select to use School Timetable or Self-defined Timetable (Click Sample to view the format)



iii. Press “Submit”

4.2.1.2 Export Timetable

After pressing “Export”, the group timetable will be exported in Excel format.

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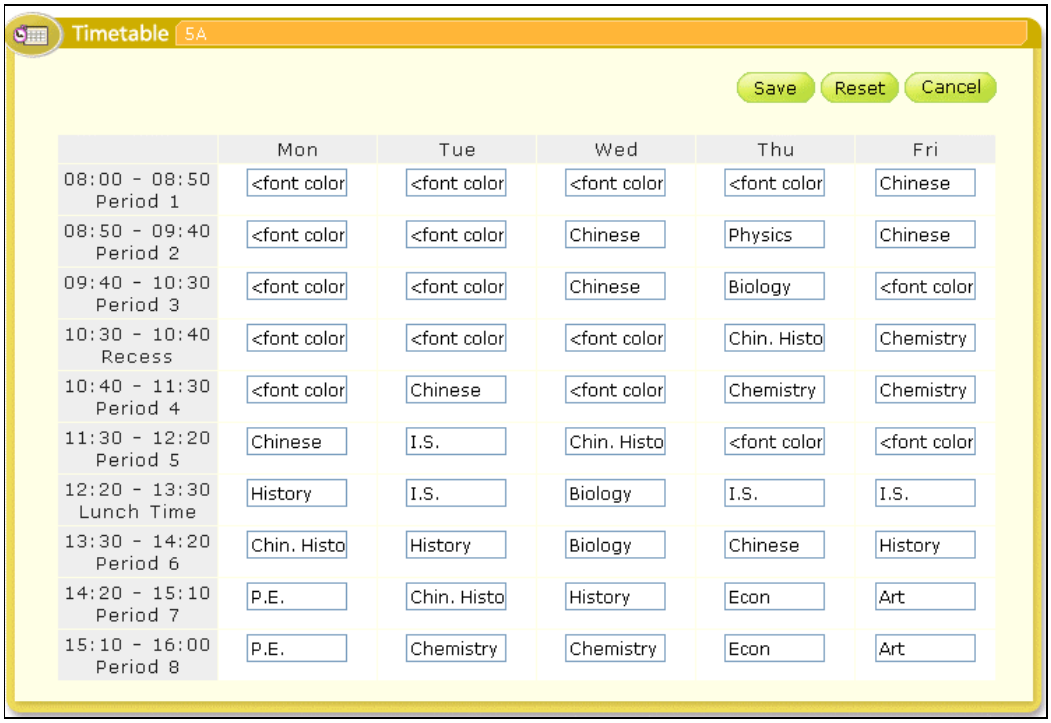
F16 =

	A	B	C	D	E	F	G	H
1	<font color	<font color	<font color	<font color	Chinese			
2	<font color	<font color	Chinese	Physics	Chinese			
3	<font color	<font color	Chinese	Biology	 Mathematics 			
4	<font color	<font color	<font color	Chin. Histo	Chemistry			
5	<font color	Chinese	<font color	Chemistry	Chemistry			
6	Chinese	I.S.	Chin. Histo	<font color	 English 			
7	History	I.S.	Biology	I.S.	I.S.			
8	Chin. Histo	History	Biology	Chinese	History			
9	P.E.	Chin. Histo	History	Econ	Art			
10	P.E.	Chemistry	Chemistry	Econ	Art			
11								

4.2.1.3 Edit Timetable

To edit the content directly, you can press “Edit” and then modify the contents accordingly. Press “Submit” after finished.



4.2.1.4 Clear Timetable

Press “Clear” to clear the content of the timetable.

4.2.2 Chat Room

You can use the chat room to have real-time communication with other group members.

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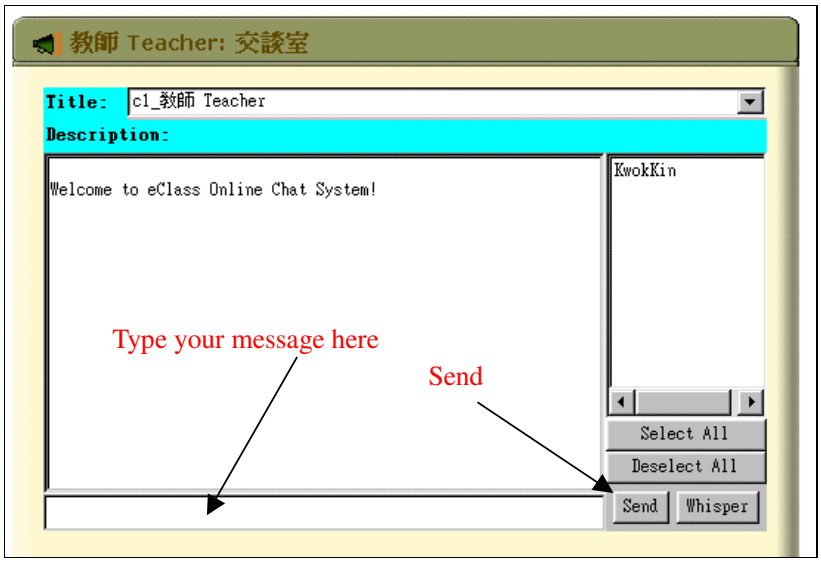
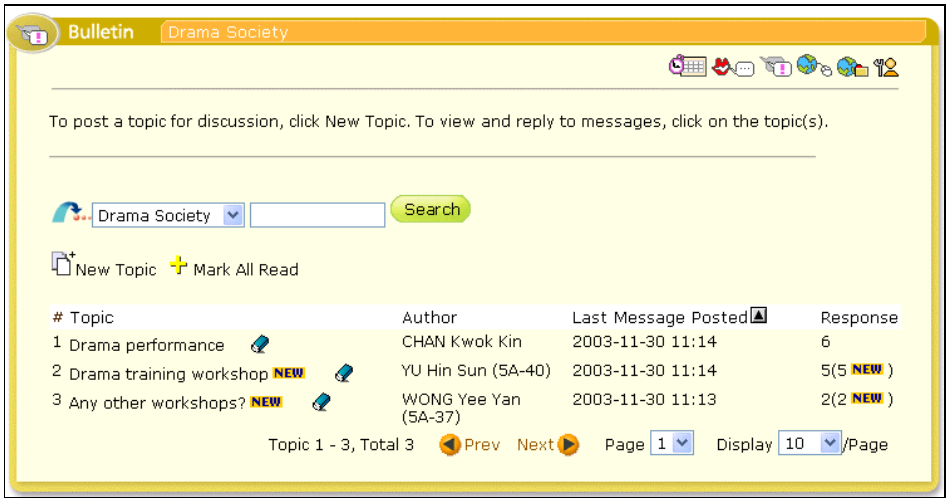


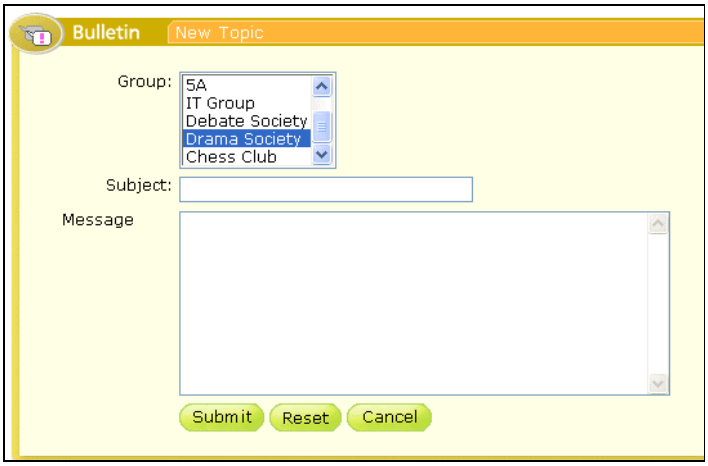
4.2.3 Bulletin

4.2.3.1 New Topic

i. Press “New Topic”



ii.Enter “Topic” and “Message”



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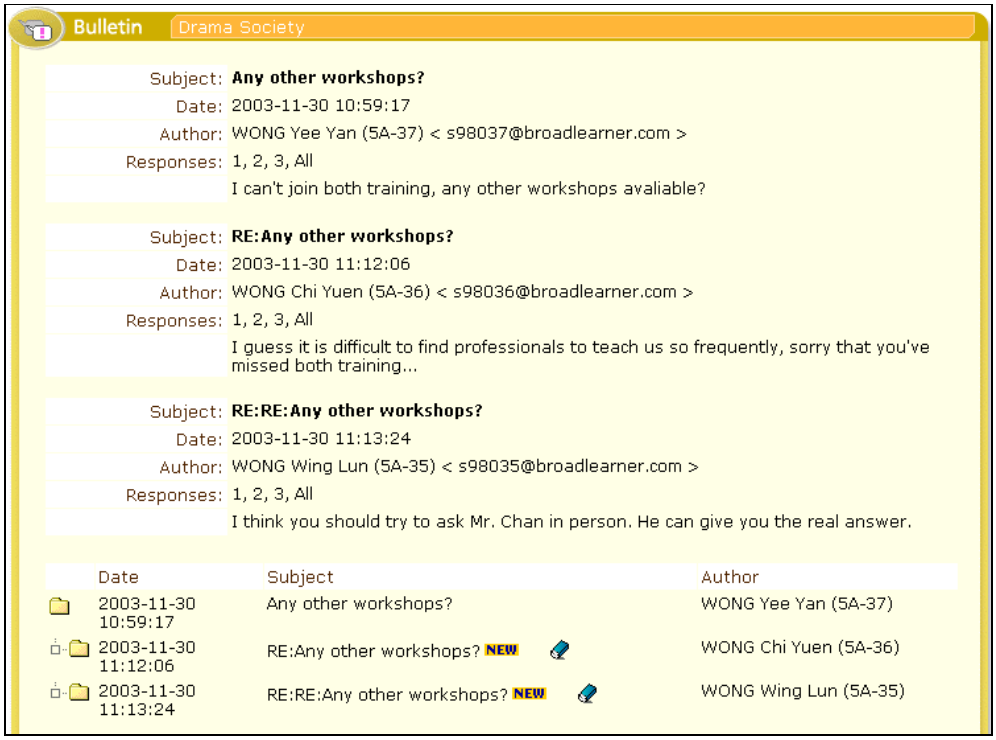
iii. Press “Submit”

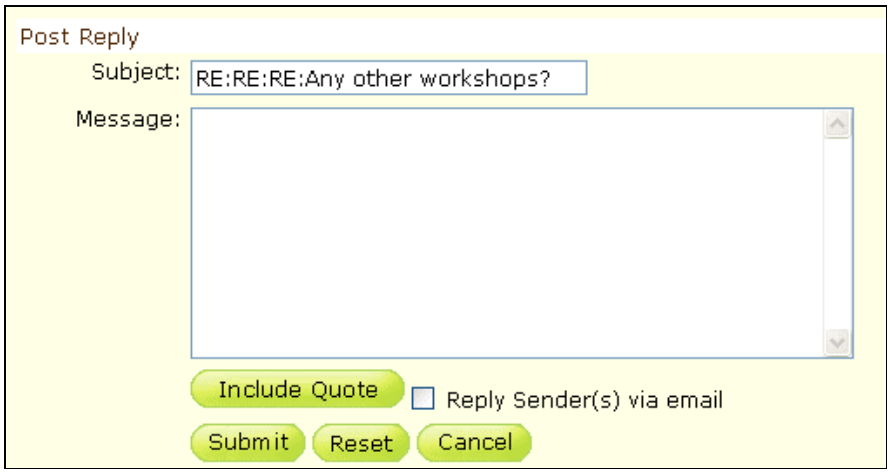
4.2.3.2 Read and Reply Message

i. Click on the topic name

ii. Press “All” to read all messages in one page



iii. To reply, enter your message in the reply box and then press “Submit”.



4.2.3.3 Delete Message

To delete a message, press the icon next to the message.

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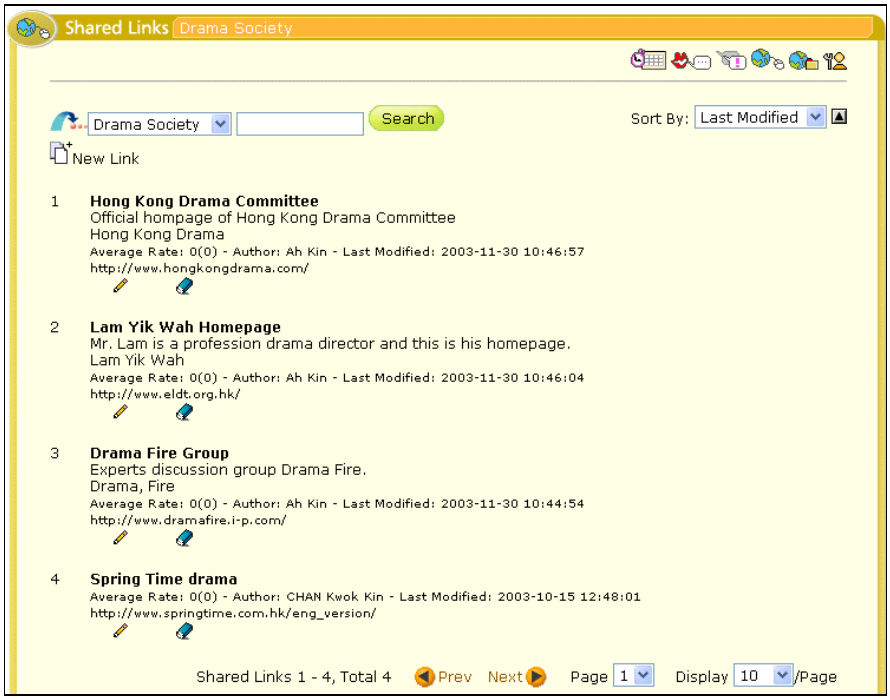
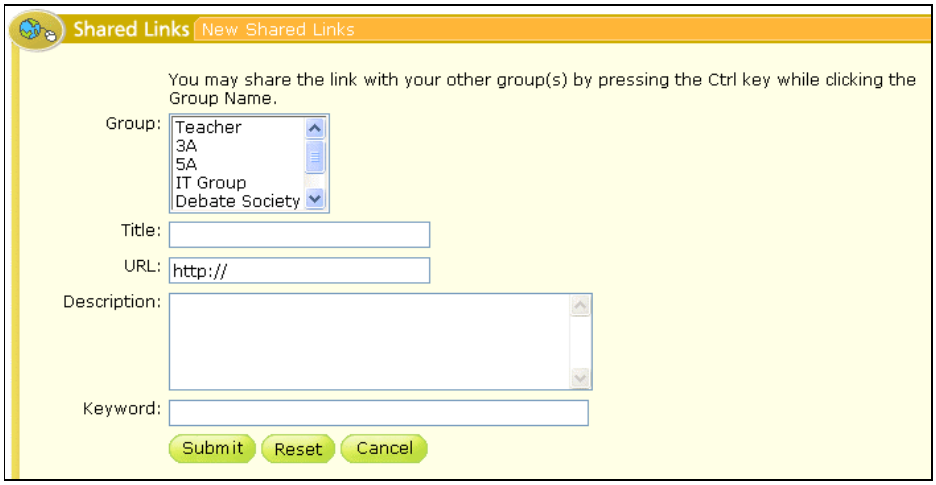
4.2.4 Shared Links

4.2.4.1 New Link

i. Press “New Link”


Shared Links
Drama Society
Drama Society
Search
Sort By: Last Modified
New Link
1 Hong Kong Drama Committee
Official hompage of Hong Kong Drama Committee
Hong Kong Drama
Average Rate: 0(0) - Author: Ah Kin - Last Modified: 2003-11-30 10:46:57
http://www.hongkongdrama.com/
2 Lam Yik Wah Homepage
Mr. Lam is a profession drama director and this is his homepage.
Lam Yik Wah
Average Rate: 0(0) - Author: Ah Kin - Last Modified: 2003-11-30 10:46:04
http://www.eldt.org.hk/
3 Drama Fire Group
Experts discussion group Drama Fire.
Drama, Fire
Average Rate: 0(0) - Author: Ah Kin - Last Modified: 2003-11-30 10:44:54
http://www.dramafire.i-p.com/
4 Spring Time drama
Average Rate: 0(0) - Author: CHAN Kwok Kin - Last Modified: 2003-10-15 12:48:01
http://www.springtime.com.hk/eng_version/
Shared Links 1 - 4, Total 4
Prev
Next
Page 1
Display 10 /Page

ii. Enter “Title”, “URL”, “Description” and “Key words”.



iii. Press “Submit”

4.2.4.2 Rating a Link

Press the link, select a rating at the top bar, and then press “Submit”.

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4.2.4.3 Edit Link

To edit a link, press the icon next to the link.

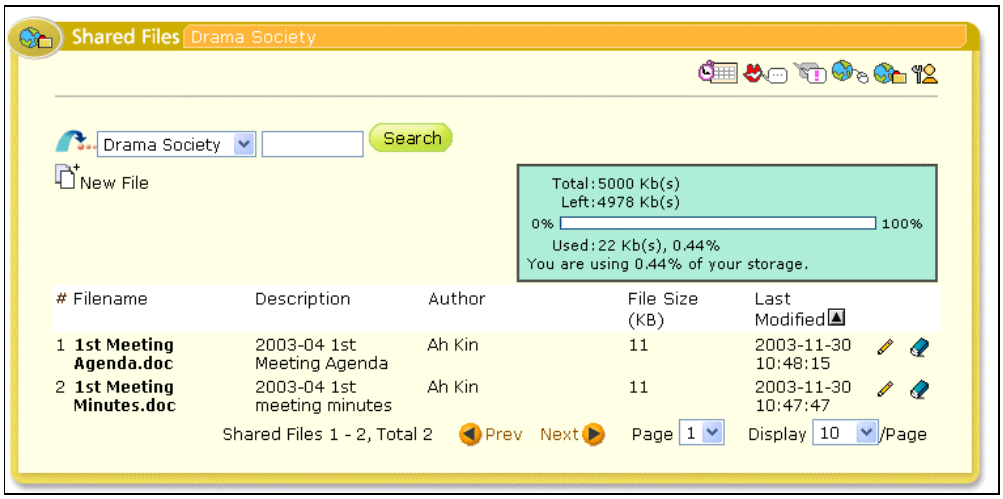
4.2.4.4 Delete Link

To delete a link, press the icon next to the link.

4.2.5 Shared Files

4.2.5.1 New File

i. Press "New File"



ii.Press "Browse" to select the file and then type in the description.

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iii. Press "Submit"

4.2.5.2 Edit File

To edit a file, press the icon next to the file.

4.2.5.3 Delete File

To delete a file, press the icon next to the file.

4.2.6 Group Administrator

System administrator can assign group member to manage different functions of a group. If you have been assigned the right to manage some or all functions of your group, a group admin button will be appeared in that group.

4.2.6.1 Manage timetable

The default timetable is the school timetable. You may import a specified group timetable to suit the specific need of your group.

4.2.6.1.1 Import Group Timetable

i. Select a group

ii. Press "Import"

iii. Select "School Timetable" or "Self-defined Timetable"

iv. Prepare a .CSV file with the specified format (Please note that if you choose to use "School Timetable", you only need to input the content for each time period, but not the date and time information in the .CSV file. On the other hand, if you choose to use "Self-defined Timetable", please input the content of each time period, as well as the date and time information in the .CSV file.)

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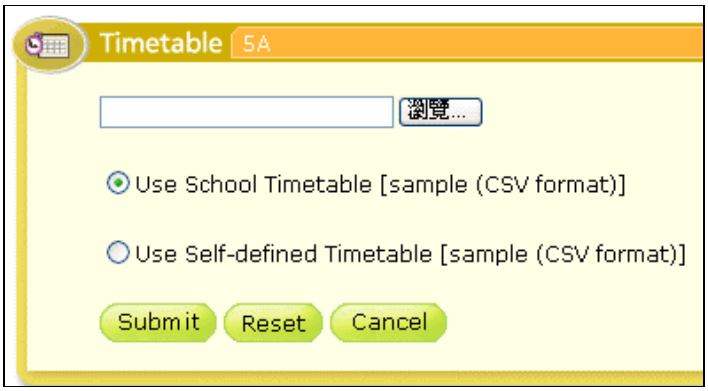
v. Press “Browse” to select the prepared .CSV file

vi. Press “Open File”

vii. Press “Submit”



4.2.6.1.2 Edit Timetable

Besides importing timetable, you can also press “Edit” to add or edit the content of a timetable.

i. Select the timetable

ii. Press “Edit”

iii. Edit the contents of the timetable

iv. Press “Submit”

4.2.6.1.3 Export Timetable

i. Select the timetable

ii. Press “Export”

iii. You can import the exported file to other groups.

4.2.6.1.4 Clear Timetable

i. Select the timetable to be cleared

ii. Press “Clear”

4.2.6.2 Manage Bulletin / Shared Links / Shared Files

The management of bulletin, shared links and shared files are the same. You may delete but not edit any items. To view the details of an item, click on its subject or name. To delete an item, select the item and then press “Delete”.

i Enter Bulletin / Shared Links / Shared Files

ii Select the message, link or file to be deleted

iii Press

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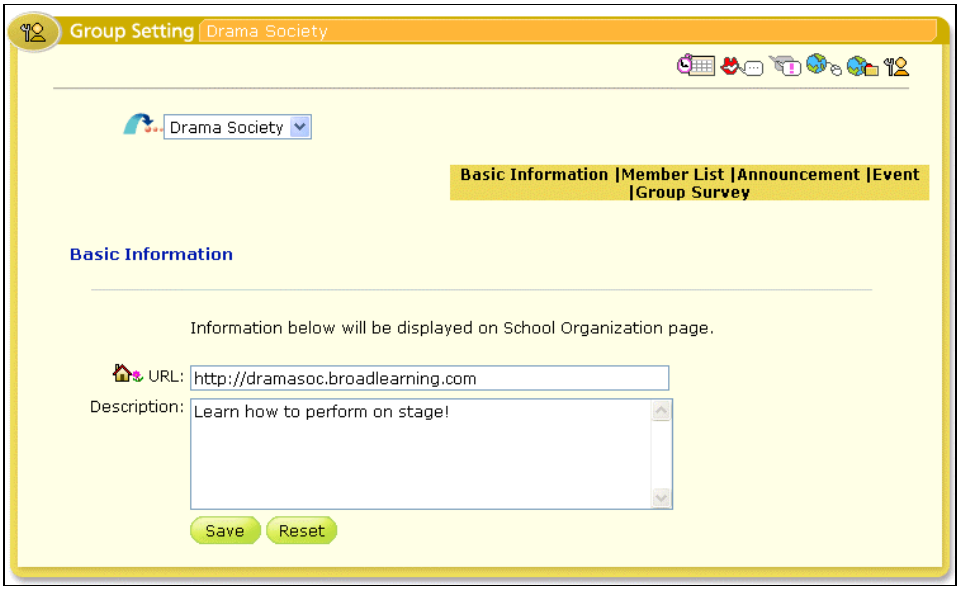
iv Then press “Confirm”

4.2.6.3 Basic Information

You may enter the website URL and the description of the group, and then press “Submit”. The information provided will be displayed in the School Info > Organization.



4.2.6.4 Member List

Group administrator can import member(s) to or delete member(s) from the group member list, as well as change the role of its member(s).

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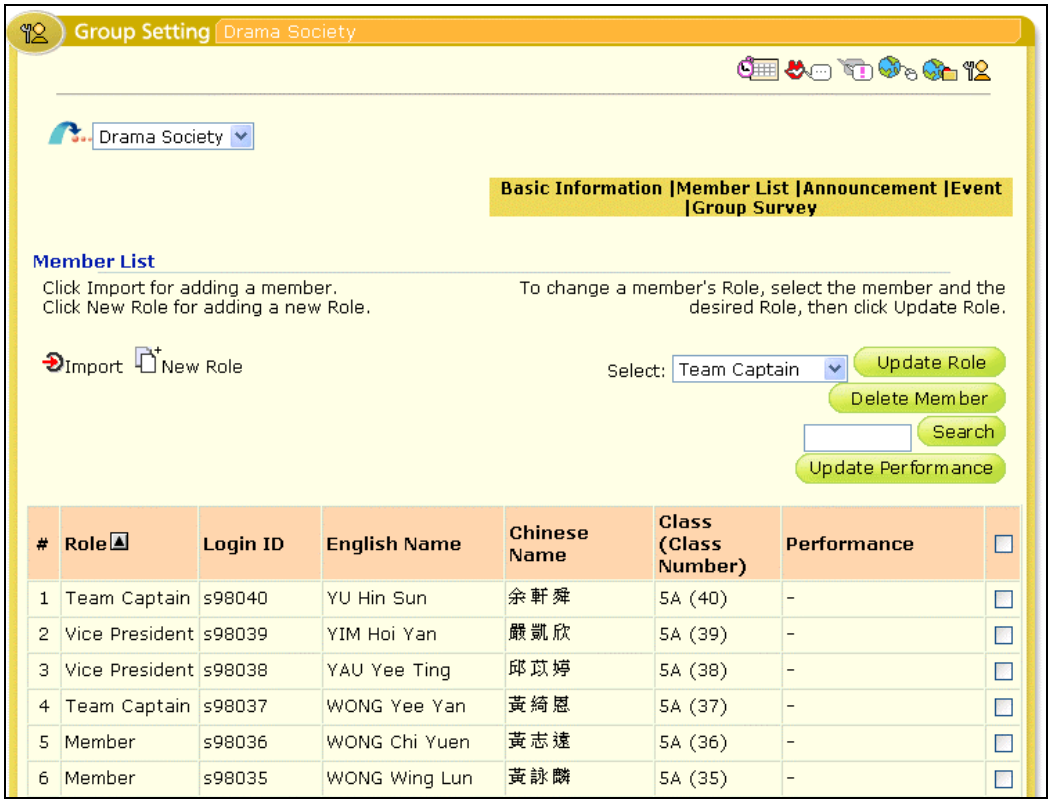

Group Setting
Drama Society
Drama Society
Basic Information |Member List |Announcement |Event |Group Survey
Member List
Click Import for adding a member.
Click New Role for adding a new Role.
To change a member's Role, select the member and the desired Role, then click Update Role.
Import
New Role
Select:
Team Captain
Update Role
Delete Member
Search
Update Performance
Role Login ID English Name Chinese Name Class (Class Number) Performance
1 Team Captain s98040 YU Hin Sun 余軒舜 5A (40) -
2 Vice President s98039 YIM Hoi Yan 嚴凱欣 5A (39) -
3 Vice President s98038 YAU Yee Ting 邱苡婷 5A (38) -
4 Team Captain s98037 WONG Yee Yan 黃綺恩 5A (37) -
5 Member s98036 WONG Chi Yuen 黃志遠 5A (36) -
6 Member s98035 WONG Wing Lun 黃詠麟 5A (35) -

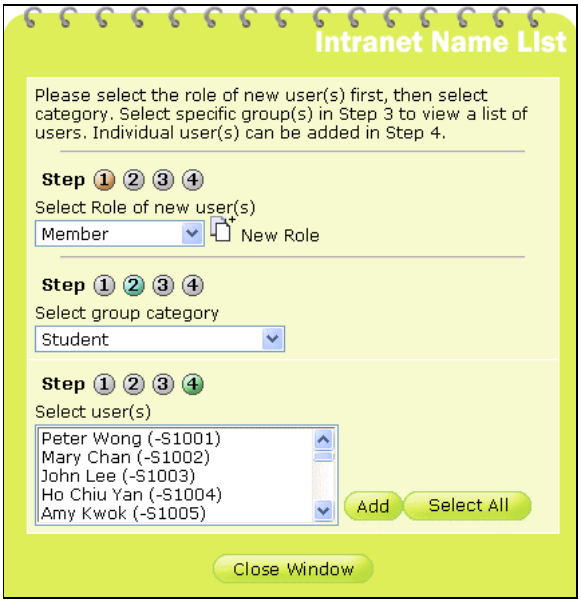
4.2.6.4.1 Import Member

i Press “Import”

ii Select the role of the new members

iii Select members: select the type and then select individual users

iv Press “Add” and then close window


Intranet Name List
Please select the role of new user(s) first, then select category. Select specific group(s) in Step 3 to view a list of users. Individual user(s) can be added in Step 4.
Step 1 2 3 4
Select Role of new user(s)
Member
New Role
Step 1 2 3 4
Select group category
Student
Step 1 2 3 4
Select user(s)
Peter Wong (-S1001)
Mary Chan (-S1002)
John Lee (-S1003)
Ho Chiu Yan (-S1004)
Amy Kwok (-S1005)
Add
Select All
Close Window

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4.2.6.4.2 Delete Member

i Select member name

ii Press “Delete Member”

iii Press “Confirm”

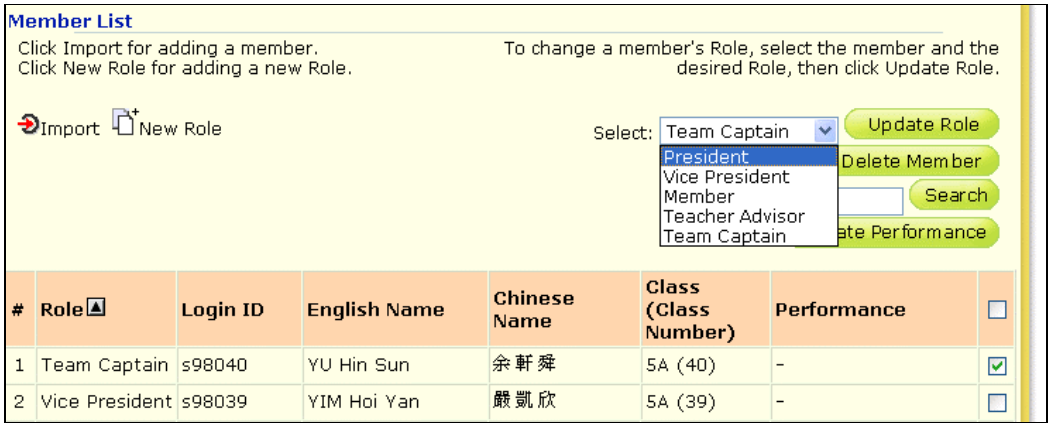
Member List
Click Import for adding a member.
Click New Role for adding a new Role.
To change a member's Role, select the member and the desired Role, then click Update Role.
Import
New Role
Select: Team Captain
Update Role
Delete Member
Search
Update Performance
Role Login ID English Name Chinese Name Class (Class Number) Performance
1 Team Captain s98040 YU Hin Sun 余軒舜 5A (40) -
2 Vice President s98039 YIM Hoi Yan 嚴凱欣 5A (39) -
3 Vice President s98038 YAU Yee Ting 邱苡婷 5A (38) -

4.2.6.4.3 Update Role

i Select the name of the new role

ii Select the members to be updated

iii Press “Update Role”


Member List
Click Import for adding a member.
Click New Role for adding a new Role.
To change a member's Role, select the member and the desired Role, then click Update Role.
Import
New Role
Select: Team Captain
President
Vice President
Member
Teacher Advisor
Team Captain
Update Role
Delete Member
Search
Role Login ID English Name Chinese Name Class (Class Number) Performance
1 Team Captain s98040 YU Hin Sun 余軒舜 5A (40) -
2 Vice President s98039 YIM Hoi Yan 嚴凱欣 5A (39) -

4.2.6.4.4 Update Performance（Only available for ECA group）

i Select the member to be updated

ii Press “Update Performance”

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Member List
Click Import for adding a member.
Click New Role for adding a new Role.
To change a member's Role, select the member and the desired Role, then click Update Role.
Import
New Role
Select: Team Captain
Update Role
Delete Member
Search
Update Performance
Role Login ID English Name Chinese Name Class (Class Number) Performance
1 Team Captain s98040 YU Hin Sun 余軒舜 5A (40) -
2 Vice President s98039 YIM Hoi Yan 嚴凱欣 5A (39) -
3 Vice President s98038 YAU Yee Ting 邱苡婷 5A (38) -

iii Type or select the performance and then press "Submit". The preset wordings for selection are input by the system admin or the system helper(s).

iv The performance of each student can then be imported to the Activity Record of the Student Profile. This could be done by system admin in the administrative console.

4.2.6.4.5 Enrollment List

If the group belongs to ECA group, students may enroll the group through the Club Enrollment System. The settings of the Club Enrollment System have to be done by the system administrator. The Group administrator can approve or reject applications online by selecting the student(s) and press "Approve" or "Reject".

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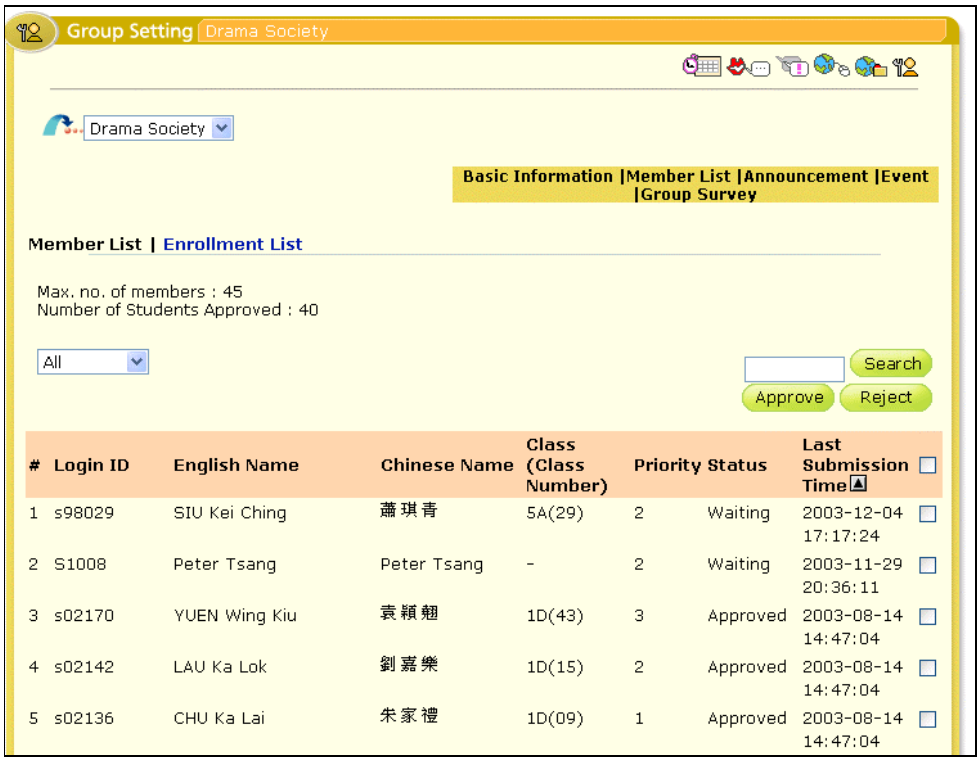

Group Setting Drama Society
Drama Society
Basic Information |Member List |Announcement |Event |Group Survey
Member List | Enrollment List
Max. no. of members : 45
Number of Students Approved : 40
All
Search
Approve
Reject
Login ID English Name Chinese Name Class (Class Number) Priority Status Last Submission Time
1 s98029 SIU Kei Ching 蕭琪青 5A(29) 2 Waiting 2003-12-04 17:17:24
2 S1008 Peter Tsang Peter Tsang - 2 Waiting 2003-11-29 20:36:11
3 s02170 YUEN Wing Kiu 袁穎翹 1D(43) 3 Approved 2003-08-14 14:47:04
4 s02142 LAU Ka Lok 劉嘉樂 1D(15) 2 Approved 2003-08-14 14:47:04
5 s02136 CHU Ka Lai 朱家禮 1D(09) 1 Approved 2003-08-14 14:47:04

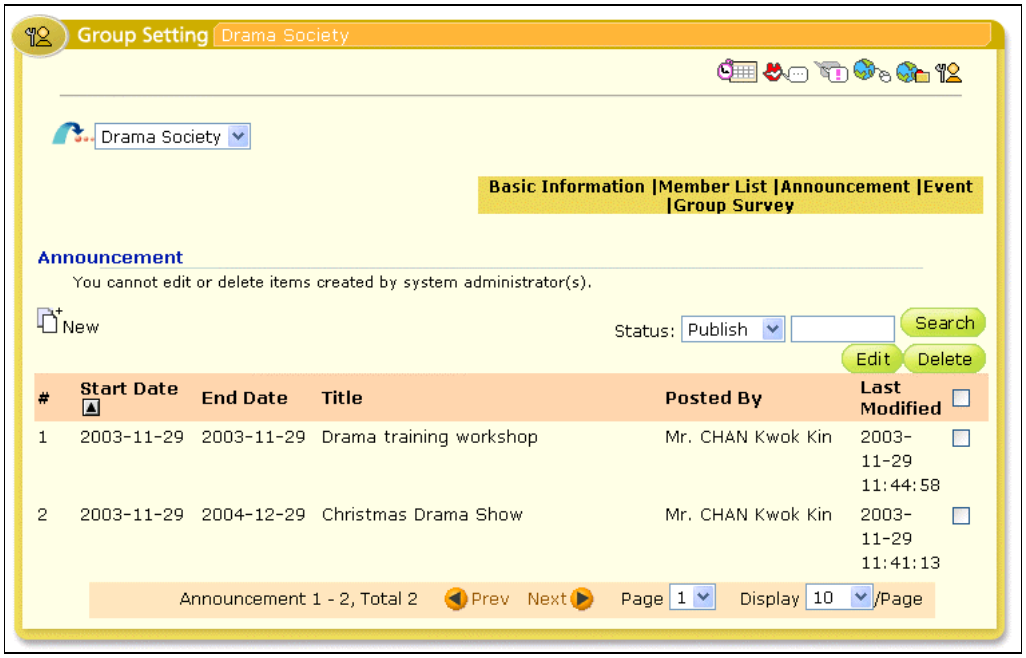
4.2.6.5 Group Announcement

4.2.6.5.1 New Announcement

Group administrator can post announcements to its group member or even the whole school.

i Click “Announcement” in the menu bar

ii Press “New”


Group Setting Drama Society
Drama Society
Basic Information |Member List |Announcement |Event |Group Survey
Announcement
You cannot edit or delete items created by system administrator(s).
New
Status: Publish
Search
Edit
Delete
Start Date End Date Title Posted By Last Modified
1 2003-11-29 2003-11-29 Drama training workshop Mr. CHAN Kwok Kin 2003-11-29 11:44:58
2 2003-11-29 2004-12-29 Christmas Drama Show Mr. CHAN Kwok Kin 2003-11-29 11:41:13
Announcement 1 - 2, Total 2 Prev Next Page 1 Display 10 /Page

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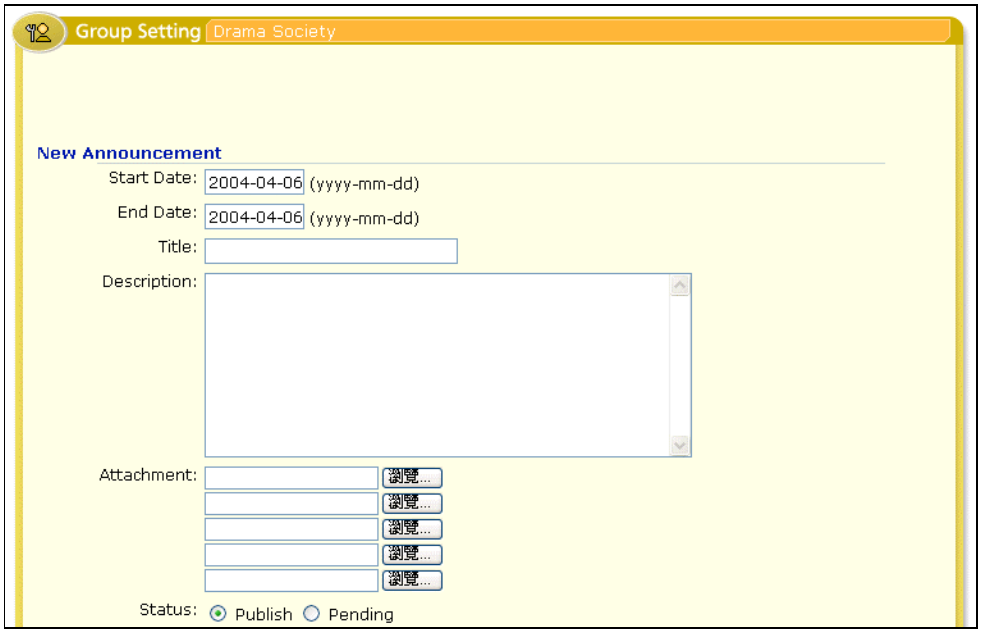
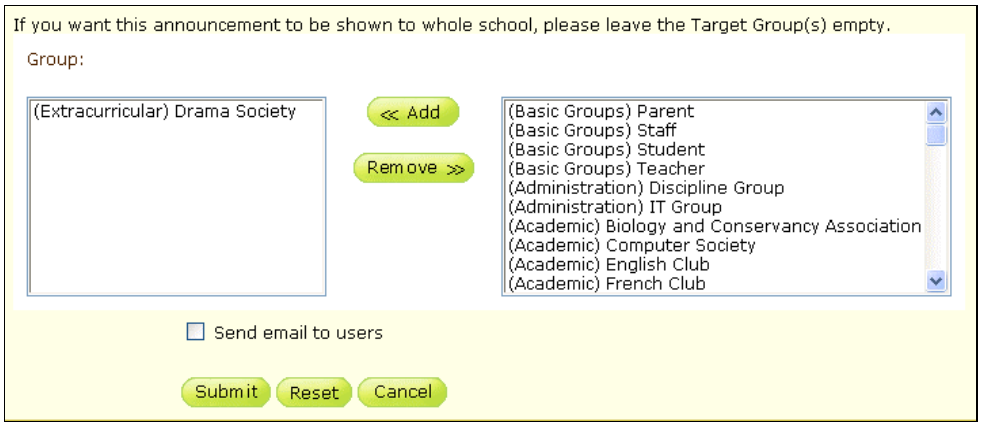
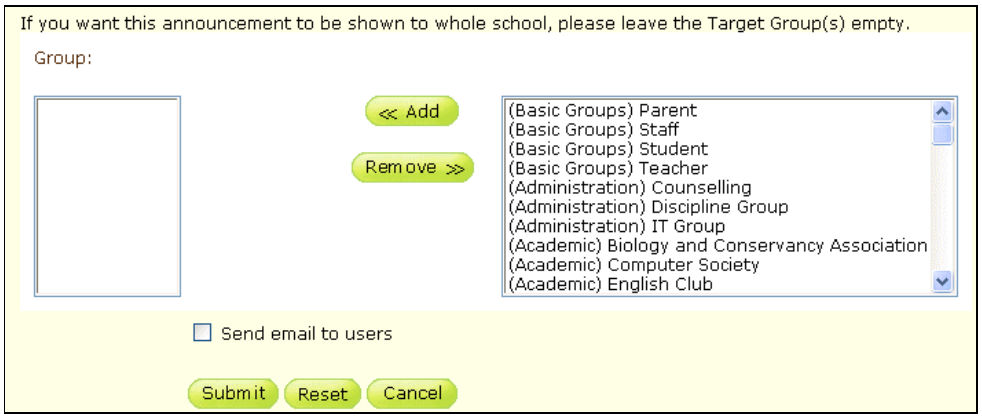
iii Enter the required information



iv If you want this announcement to be shown to a specific group, please select the group from right box to the left box.



v If you want this announcement to be shown to whole school, please leave the Target Group(s) empty.



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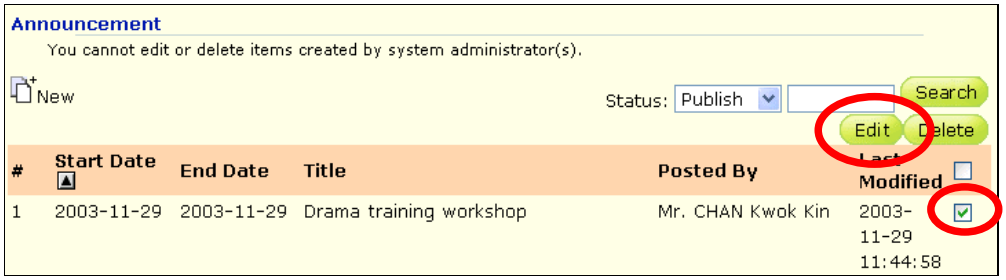
vi Press “Submit”

4.2.6.5.2 Edit Announcement

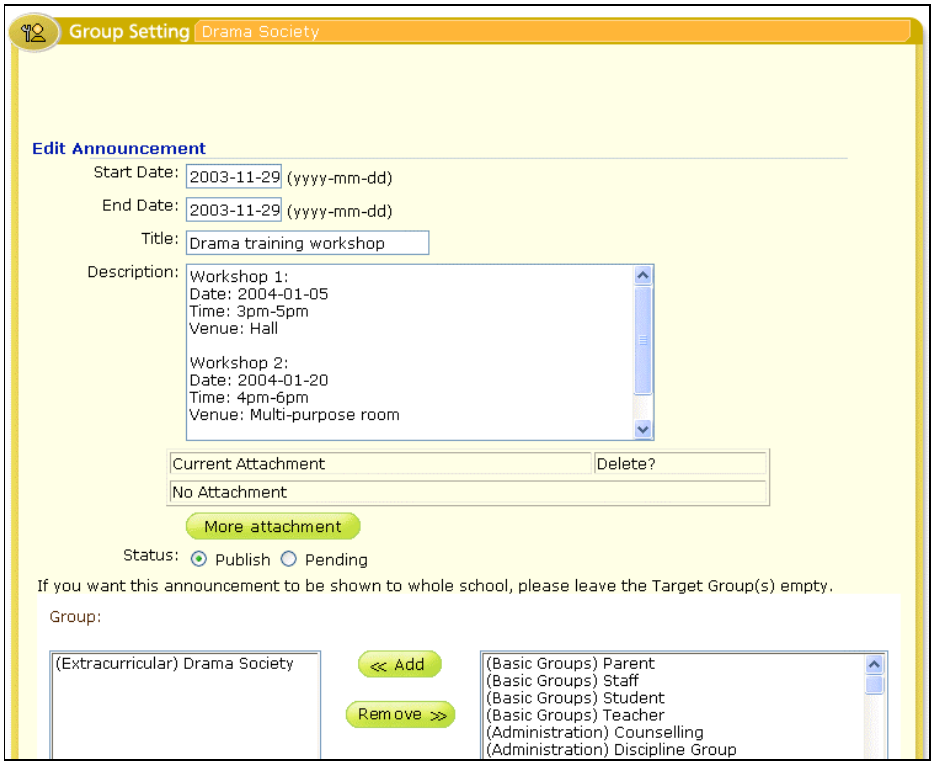
i Select the announcement to be edited

ii Press “Edit”


Announcement
You cannot edit or delete items created by system administrator(s).
New
Status: Publish
Search
Edit
Delete
Start Date End Date Title Posted By Last Modified
1 2003-11-29 2003-11-29 Drama training workshop Mr. CHAN Kwok Kin 2003-11-29 11:44:58

iii Modify the information

iv Press “Submit”



4.2.6.5.3 Delete Announcement

i Select the announcement(s) to be deleted

ii Press “Delete”

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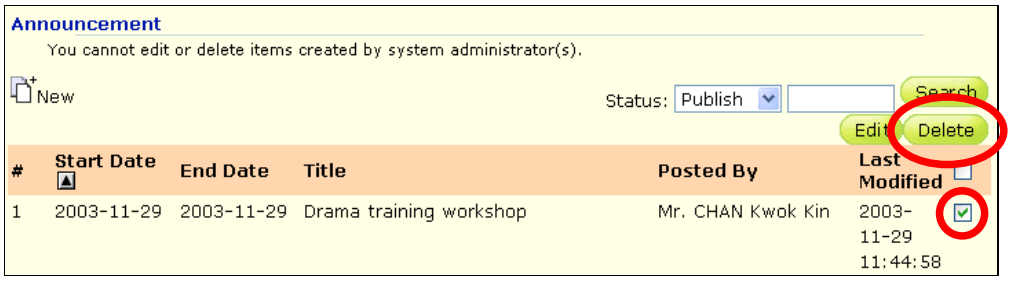

Announcement
You cannot edit or delete items created by system administrator(s).
New
Status: Publish
Search
Edit
Delete
Start Date End Date Title Posted By Last Modified
1 2003-11-29 2003-11-29 Drama training workshop Mr. CHAN Kwok Kin 2003-11-29 11:44:58

iii Press "Confirm"

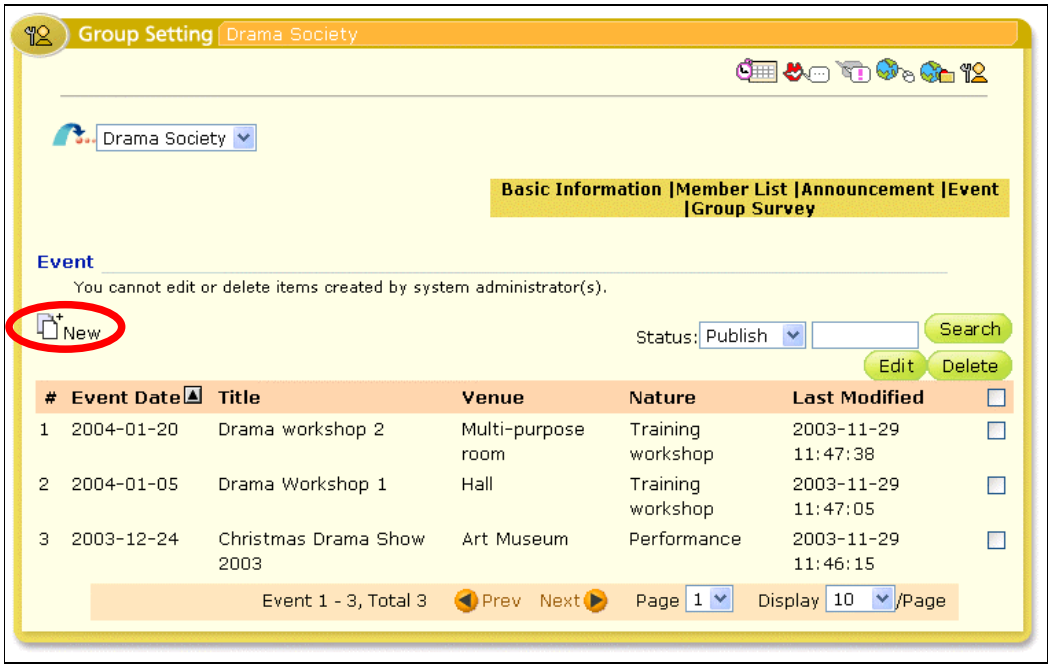
4.2.6.6 Event

4.2.6.6.1 New Event

Group administrator can post event news to its group member.

i Click "Event" in the menu bar

ii Press "New"


Group Setting Drama Society
Drama Society
Basic Information |Member List |Announcement |Event |Group Survey
Event
You cannot edit or delete items created by system administrator(s).
New
Status: Publish
Search
Edit
Delete
Event Date Title Venue Nature Last Modified
1 2004-01-20 Drama workshop 2 Multi-purpose room Training workshop 2003-11-29 11:47:38
2 2004-01-05 Drama Workshop 1 Hall Training workshop 2003-11-29 11:47:05
3 2003-12-24 Christmas Drama Show 2003 Art Museum Performance 2003-11-29 11:46:15
Event 1 - 3, Total 3 Prev Next Page 1 Display 10 /Page

iii Enter the event date and other information

iv Press "Submit"

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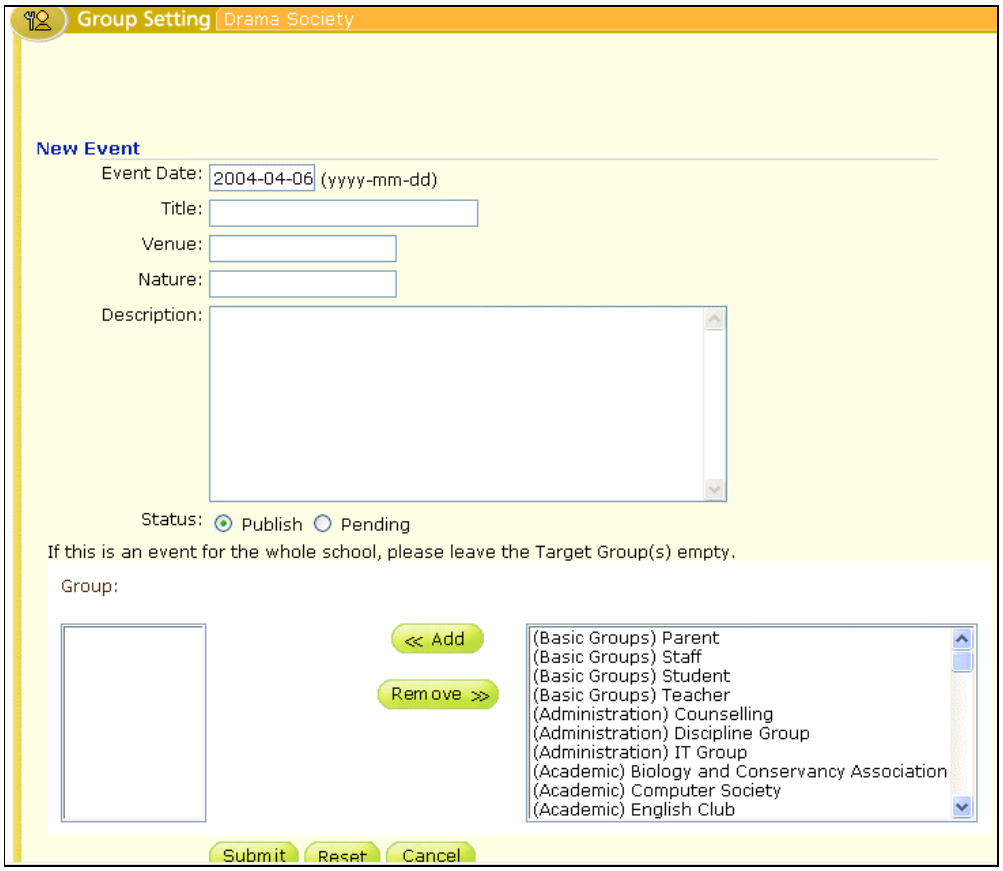
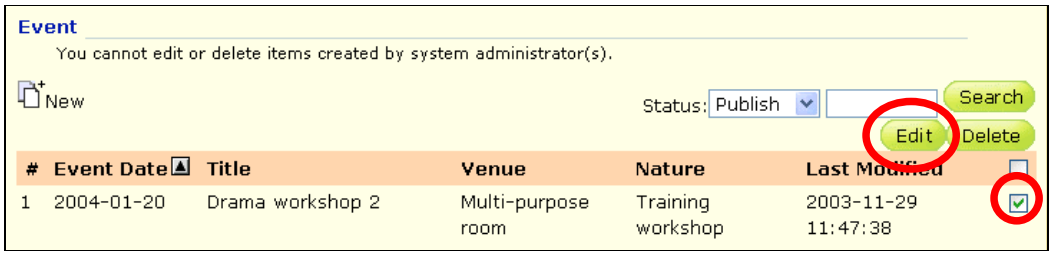


4.2.6.6.2 Edit Event

i Select the event to be edited

ii Press “Edit”


Event
You cannot edit or delete items created by system administrator(s).
New
Status: Publish
Search
Edit
Delete
Event Date Title Venue Nature Last Modified
1 2004-01-20 Drama workshop 2 Multi-purpose room Training workshop 2003-11-29 11:47:38

iii Modify the information

iv Press “Submit”

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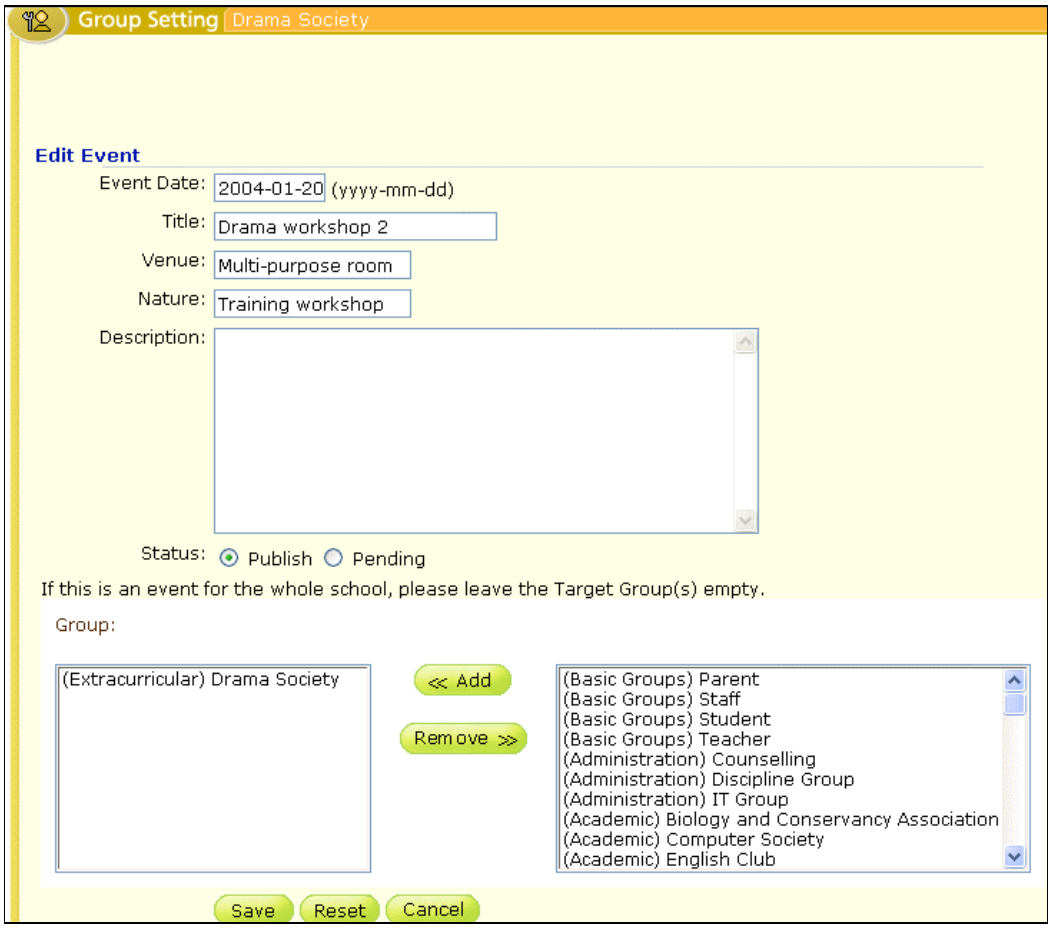
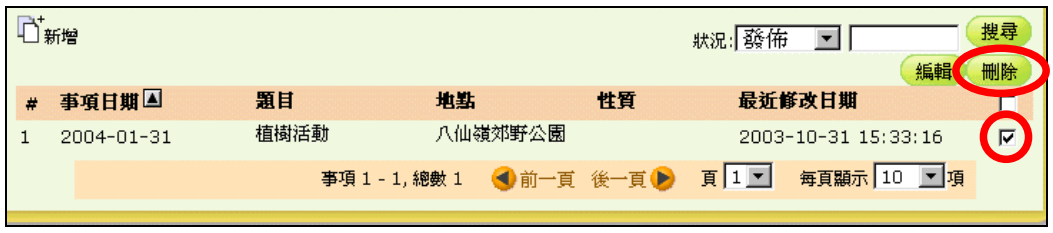


4.2.6.6.3 Delete Event

i Select the event to be deleted

ii Press “Delete”



iii Press “Confirm”

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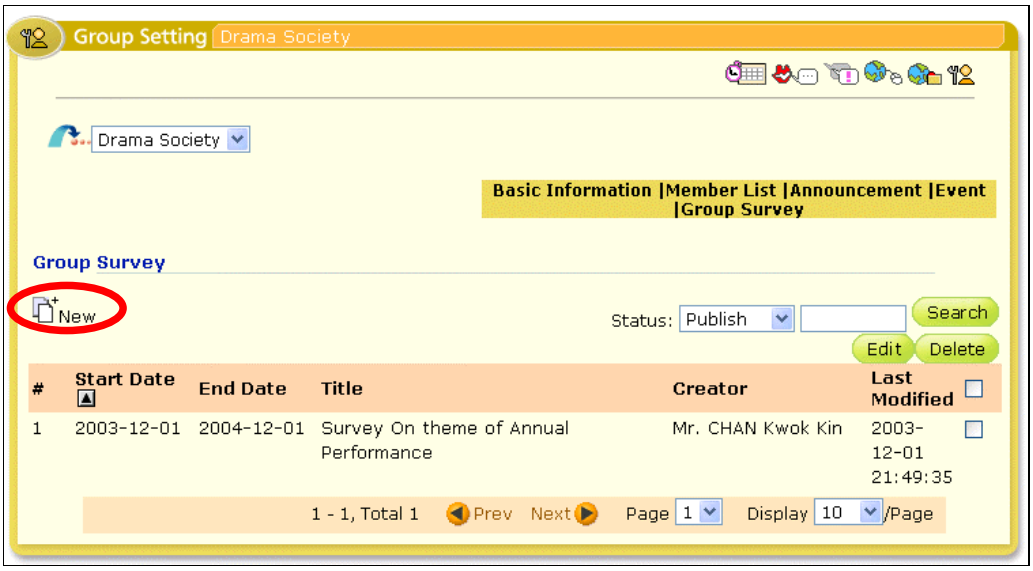
4.2.6.7 Group Survey

Every group can conduct their own group survey, which will be created and delivered by the group administrator.

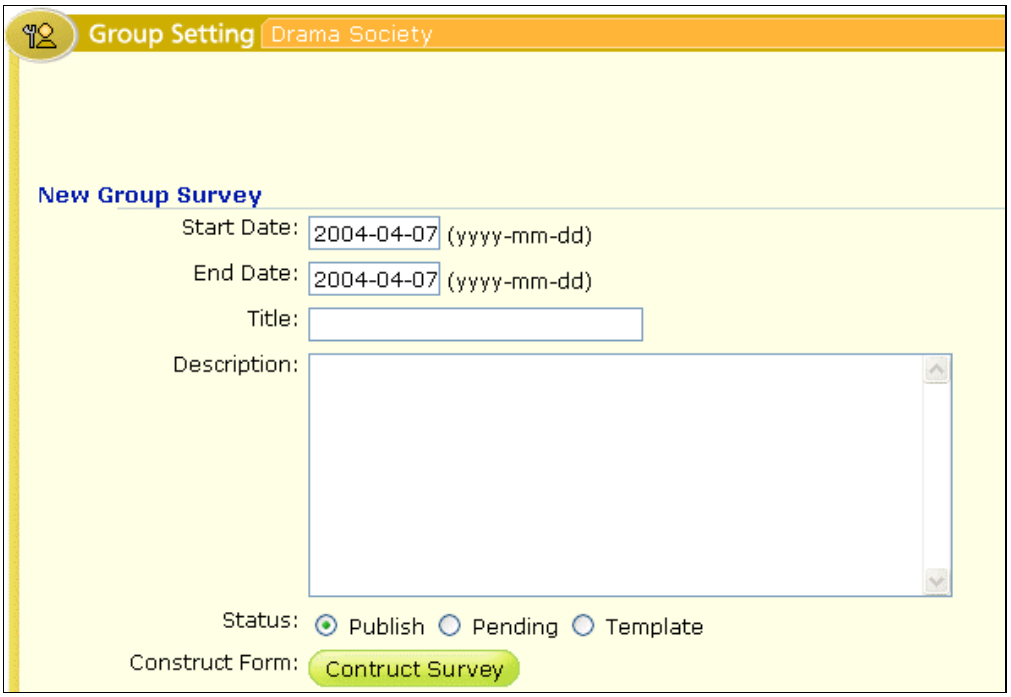
4.2.6.7.1 New Survey

i Click Group Survey in the menu bar

ii Press "New"


Group Setting
Drama Society
Drama Society
Basic Information |Member List |Announcement |Event |Group Survey
Group Survey
New
Status: Publish
Search
Edit
Delete
Start Date End Date Title Creator Last Modified
1 2003-12-01 2004-12-01 Survey On theme of Annual Performance Mr. CHAN Kwok Kin 2003-12-01 21:49:35
1 - 1, Total 1 Prev Next Page 1 Display 10 /Page

iii Type in the basic information of the survey



iv Press "Construct Survey" to construct an online form for the survey. The

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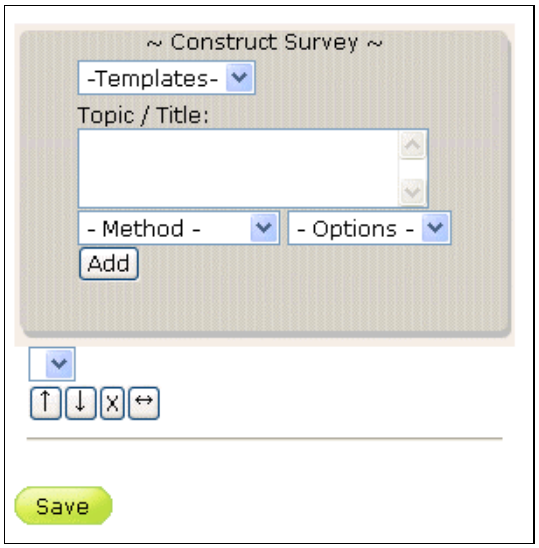
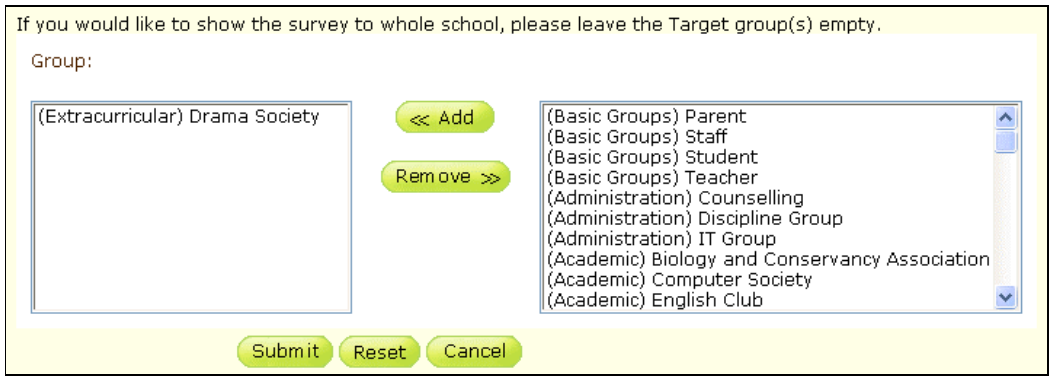
method is the same as creating an answer sheet. Enter the subject for each part and then press “Add”. (For details, please refer to 6.6.1.2 of the user manual)

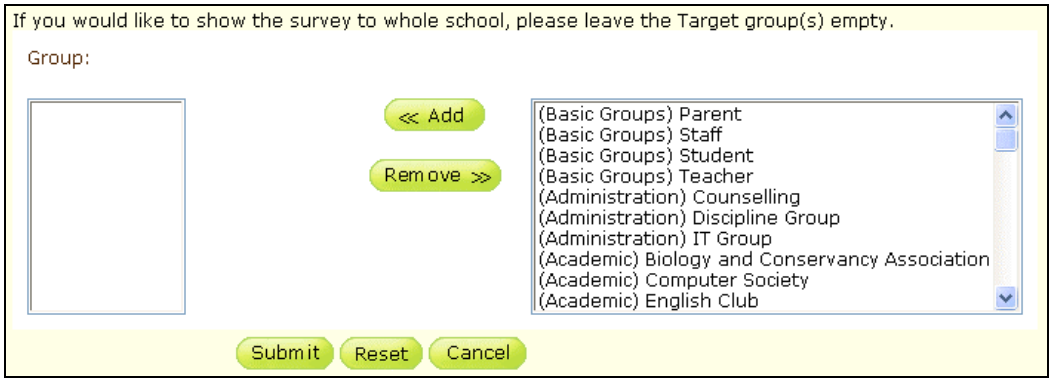


v Press “Save”

vi If you want this announcement to be shown to a specific group, please select the group from right box to the left box.



vii If you want this announcement to be shown to whole school, please leave the Target Group(s) empty.



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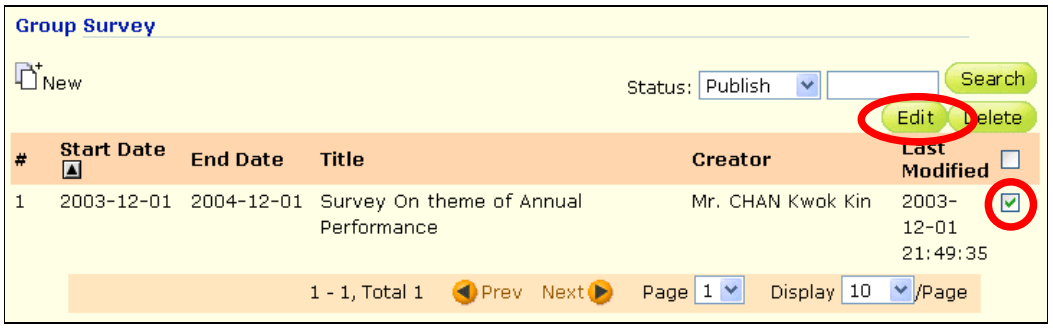
viii Click 'Submit' when finish

4.2.6.7.2 Edit Group Survey

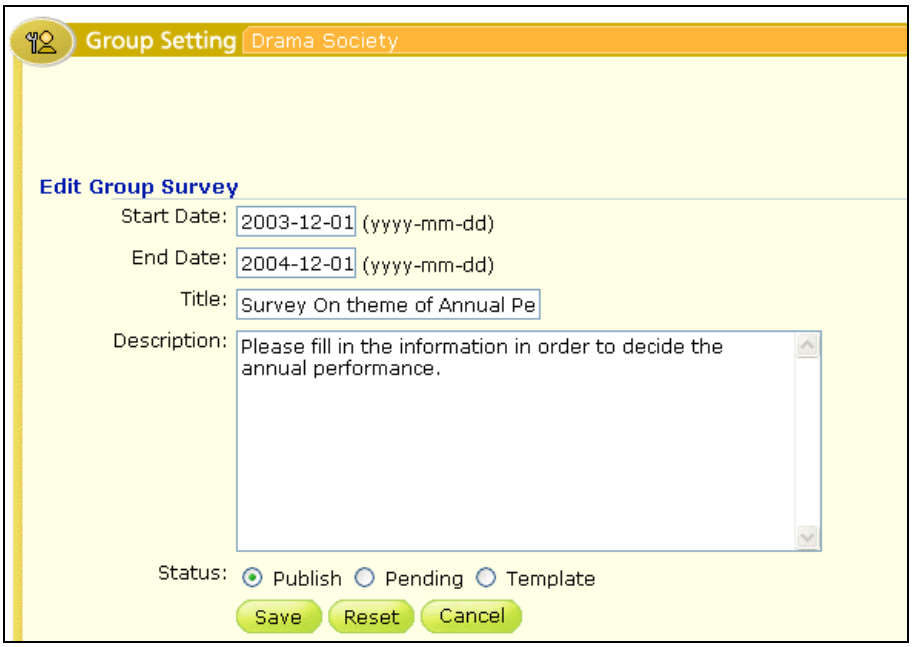
i. Select the survey to be edited

ii. Press "Edit"


Group Survey
New
Status: Publish
Search
Edit
Delete
Start Date End Date Title Creator Last Modified
1 2003-12-01 2004-12-01 Survey On theme of Annual Performance Mr. CHAN Kwok Kin 2003-12-01 21:49:35
1 - 1, Total 1 Prev Next Page 1 Display 10 /Page

iii. Modify the information

iv. Press "Submit"


Group Setting Drama Society
Edit Group Survey
Start Date: 2003-12-01 (yyyy-mm-dd)
End Date: 2004-12-01 (yyyy-mm-dd)
Title: Survey On theme of Annual Pe
Description: Please fill in the information in order to decide the annual performance.
Status: Publish Pending Template
Save Reset Cancel

4.2.6.7.3 Delete Group Survey

i. Select the survey to be deleted

ii. Press "Delete"

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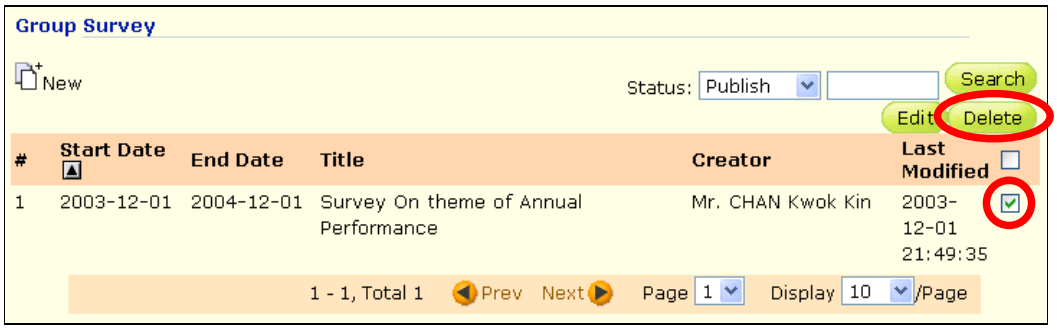
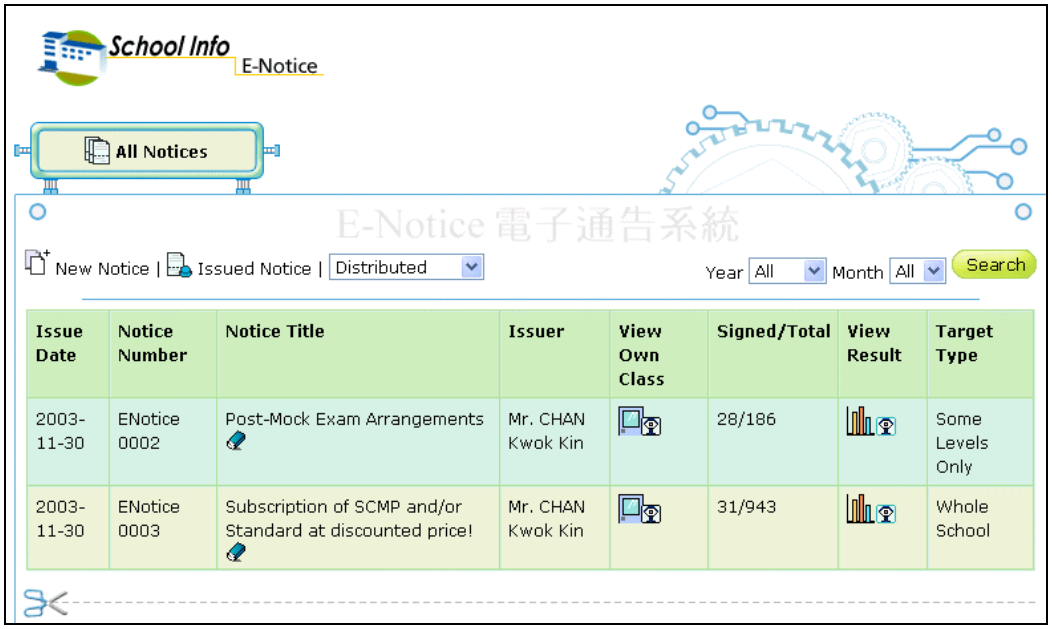

Group Survey
New
Status: Publish
Search
Edit
Delete
Start Date End Date Title Creator Last Modified
1 2003-12-01 2004-12-01 Survey On theme of Annual Performance Mr. CHAN Kwok Kin 2003-12-01 21:49:35
1 - 1, Total 1 Prev Next Page 1 Display 10 /Page

iii. Press "Confirm"

4.3 E-Notice



4.3.1 View Notice

Click on the subject of the notice to view the notice details.

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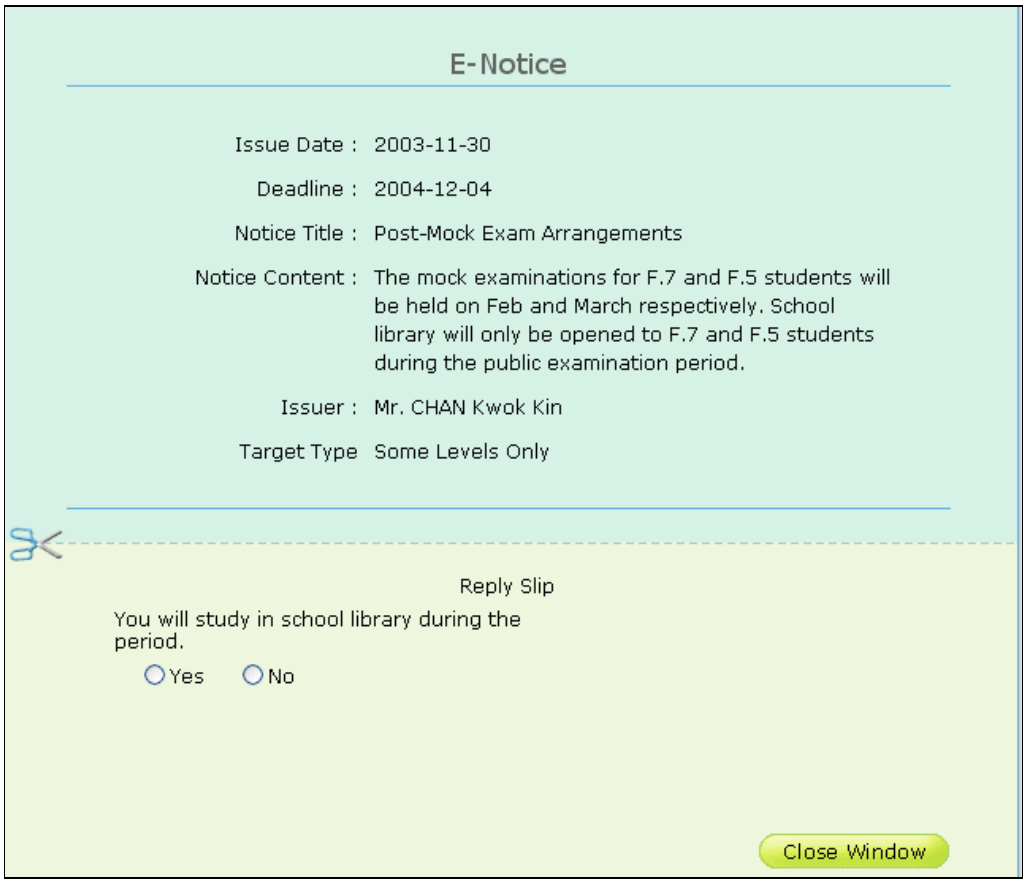
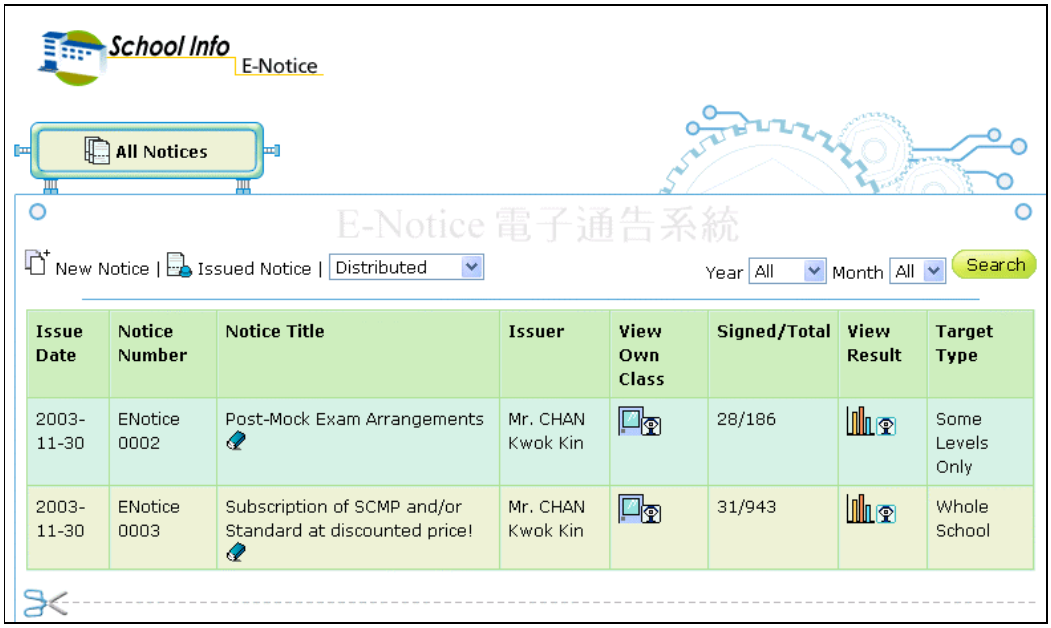

E-Notice
Issue Date : 2003-11-30
Deadline : 2004-12-04
Notice Title : Post-Mock Exam Arrangements
Notice Content : The mock examinations for F.7 and F.5 students will be held on Feb and March respectively. School library will only be opened to F.7 and F.5 students during the public examination period.
Issuer : Mr. CHAN Kwok Kin
Target Type Some Levels Only
Reply Slip
You will study in school library during the period.
Yes
No
Close Window

4.3.2 New Notice

i. Press "New Notice"



ii. Select whether to use a template. If a template is selected, the "Notice

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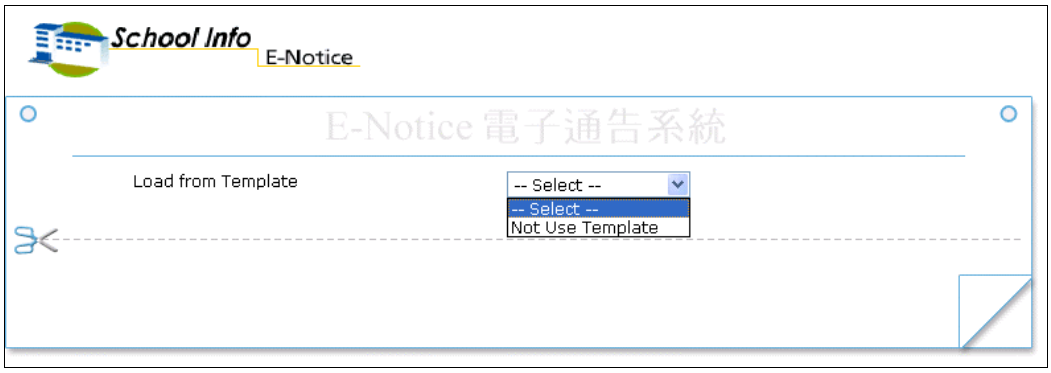
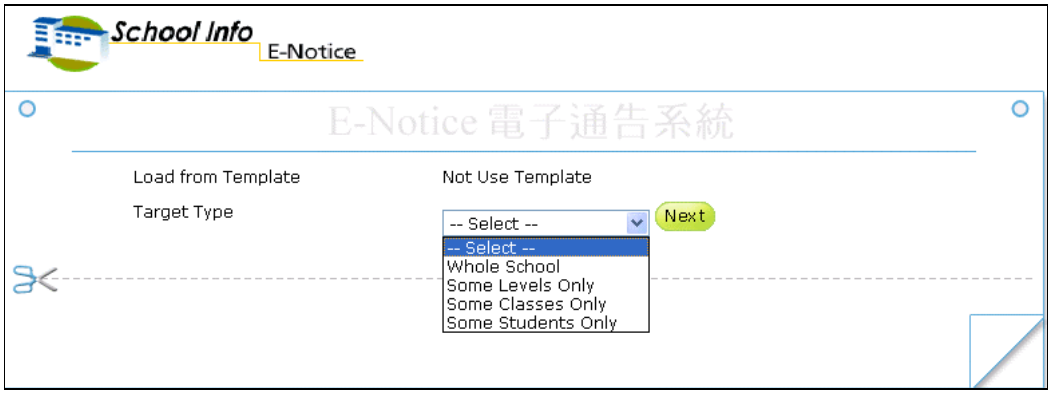
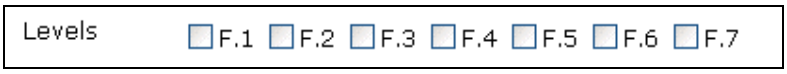
Title", the "Notice Content" and the "Reply Slip" will be loaded.

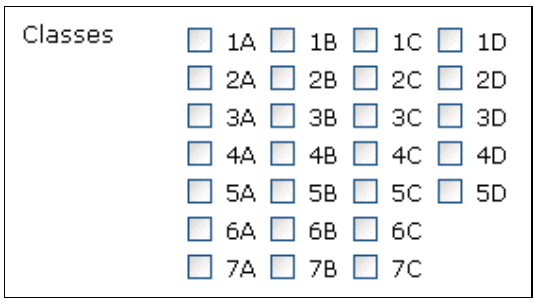


iii. Select "Target Group". Press "Next Step".

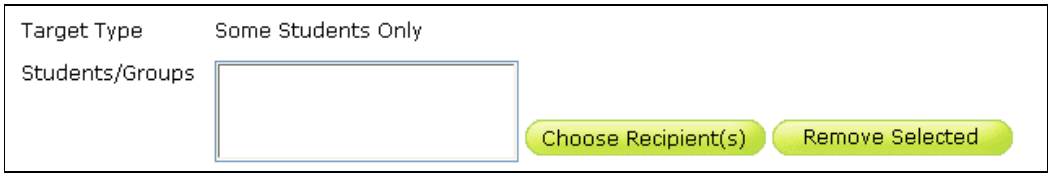


iv. Beside "All School", other target groups need to select recipients.





v. To select individual students, press "Choose Recipients".



And then select the type:

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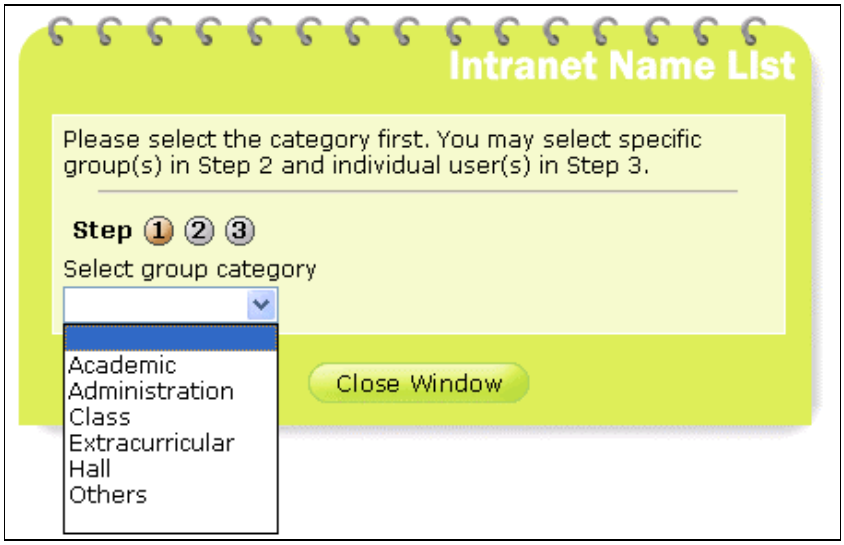
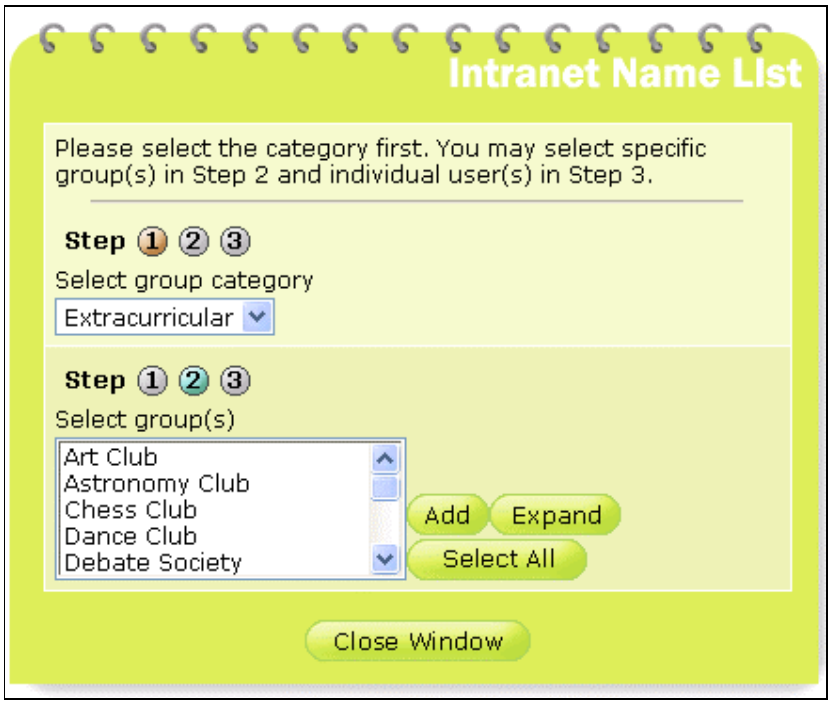


Select the group. If sending to the whole group, press "Add". If sending to specific users, press "Expand":



Select the users and then press "Add":

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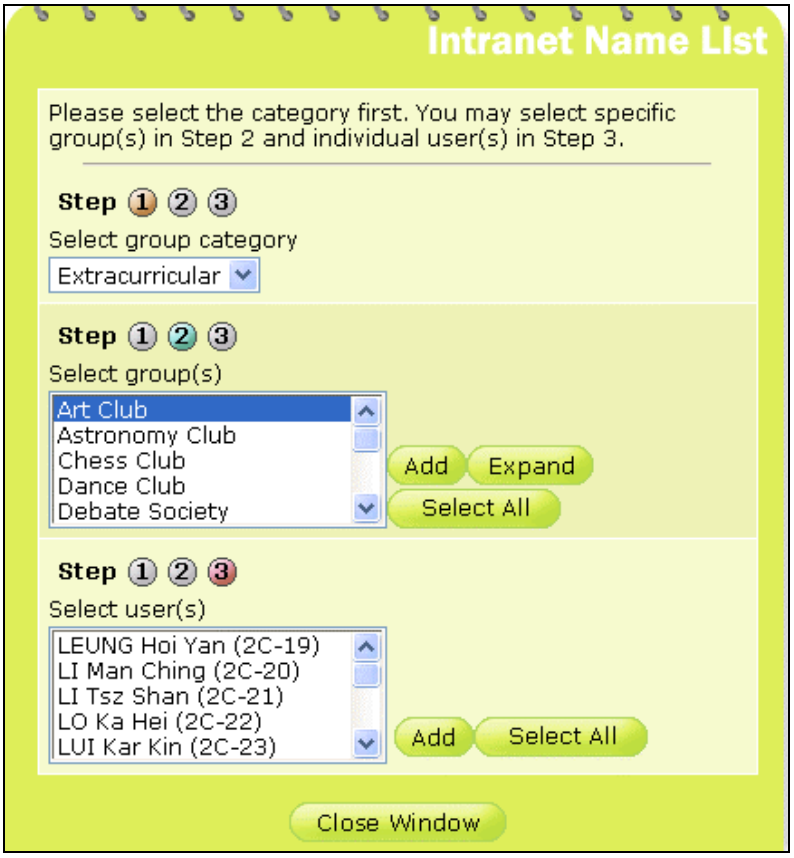
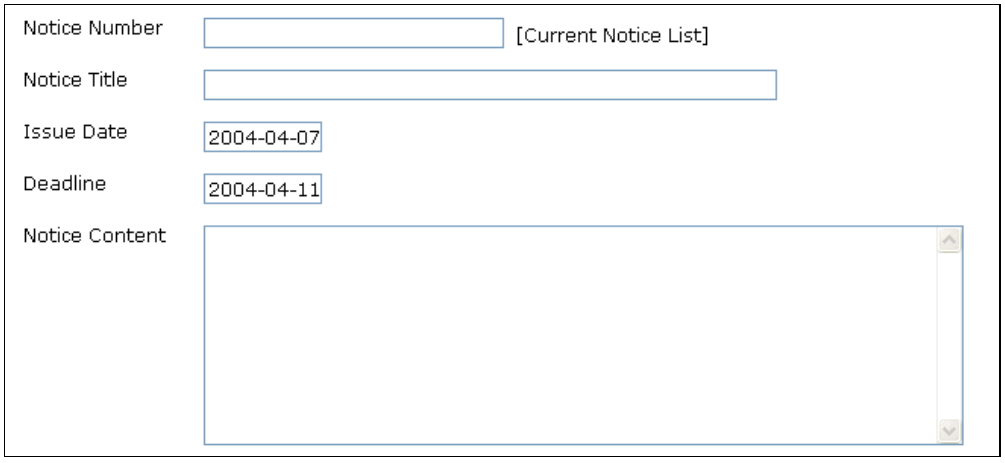
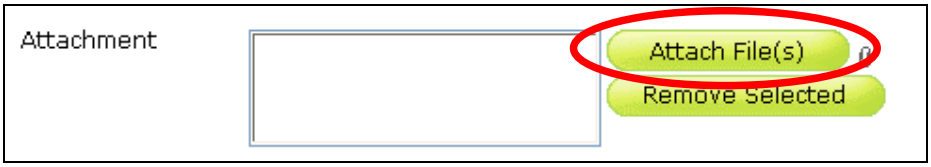


vi. Fill in “Notice Number”, “Notice Title”, “Issue Date”, “Deadline” and “Notice Content”.



vii. To attach files, press “Attach Files” to upload the files.



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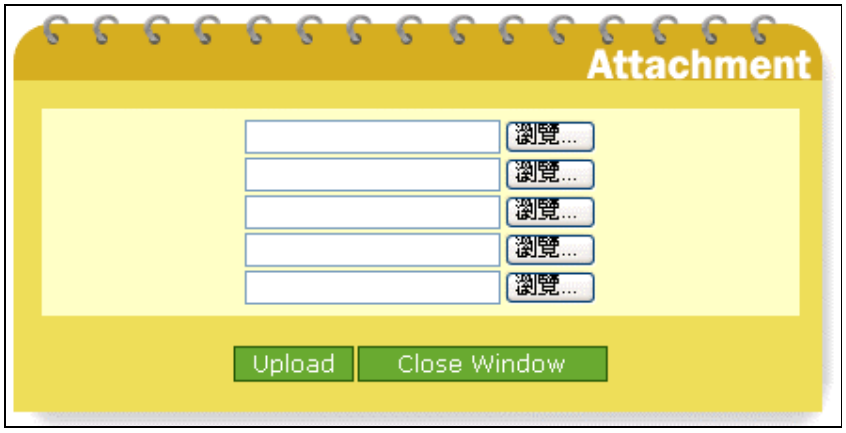


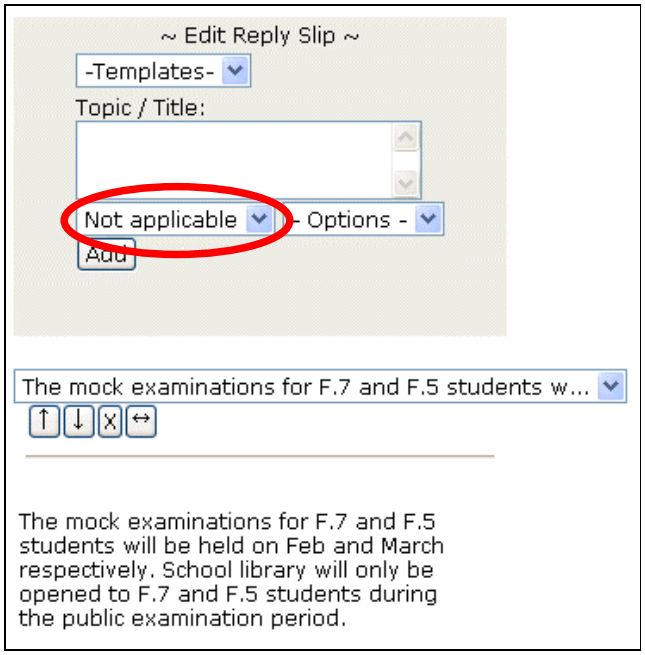
viii. Press “Edit Reply Slip”

a. Select template if needed

Template: the basic format of a form. Teachers can create templates for various forms, which can act as references for others.

b. Type in the “Subject” e.g. introduction of reply slip, section header, etc. The form supports HTML format.

c. Select “Method” – True & False, MC (single), MC (multiple), Text (short), Text (long) and Not Applicable (i.e. no answer is required).


~ Edit Reply Slip ~
-Templates-
Topic / Title:
Not applicable
- Options -
Add
The mock examinations for F.7 and F.5 students w...
The mock examinations for F.7 and F.5 students will be held on Feb and March respectively. School library will only be opened to F.7 and F.5 students during the public examination period.

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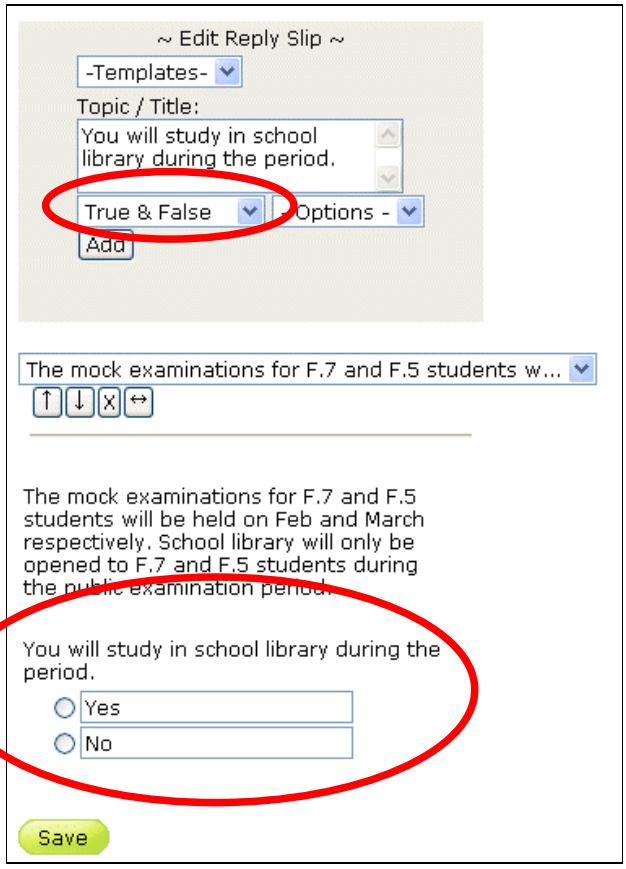

~ Edit Reply Slip ~
-Templates-
Topic / Title:
You will study in school library during the period.
True & False
- Options -
Add
The mock examinations for F.7 and F.5 students w...
The mock examinations for F.7 and F.5 students will be held on Feb and March respectively. School library will only be opened to F.7 and F.5 students during the public examination period.
You will study in school library during the period.
Yes
No
Save

d. Select "Options" (Only available for MC single and MC multiple)

e. Press "Add"

f. If selected "True & False", "MC (single)", "MC (multiple)", you will need to fill in the choices.

g. To edit, press ↑ ↓ to move the items; press X to delete and press ▭ to edit contents

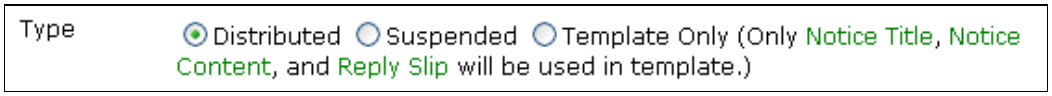
h. Press "Save"

ix. Select the type of the notice:

a. Distributed – parents and students can view the notice

b. Suspended – parents and students cannot view the notice

c. Template – only Notice Title, Notice Content and Reply Slip will be stored in the template



x. Press "Send" after finished

4.3.3 View Notice

i. Press the View icon

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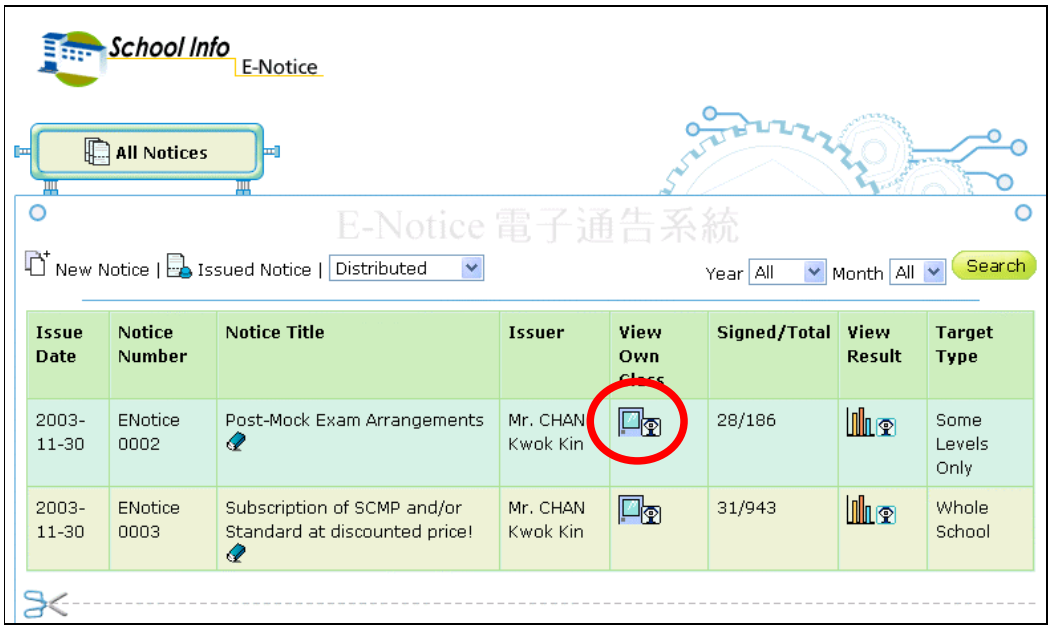
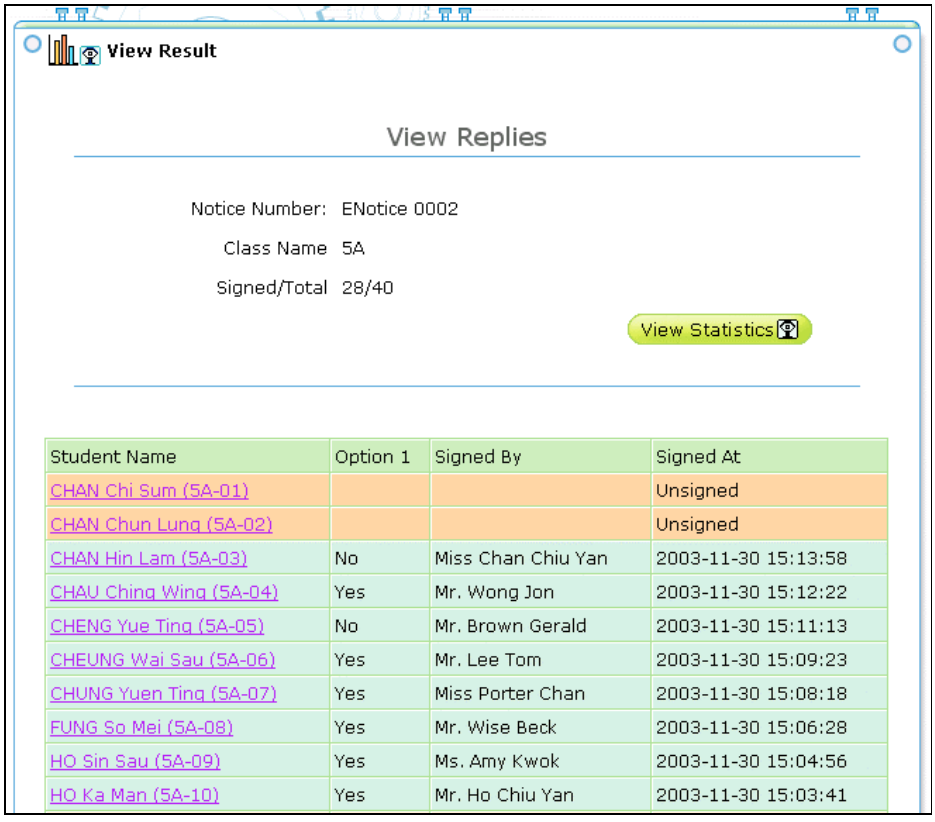


ii. Check if parents have replied and their corresponding replies. Press the Print icon to print out the records.



i. Press "View Own Class" to view the statistics. Press the Print icon to print out the records.

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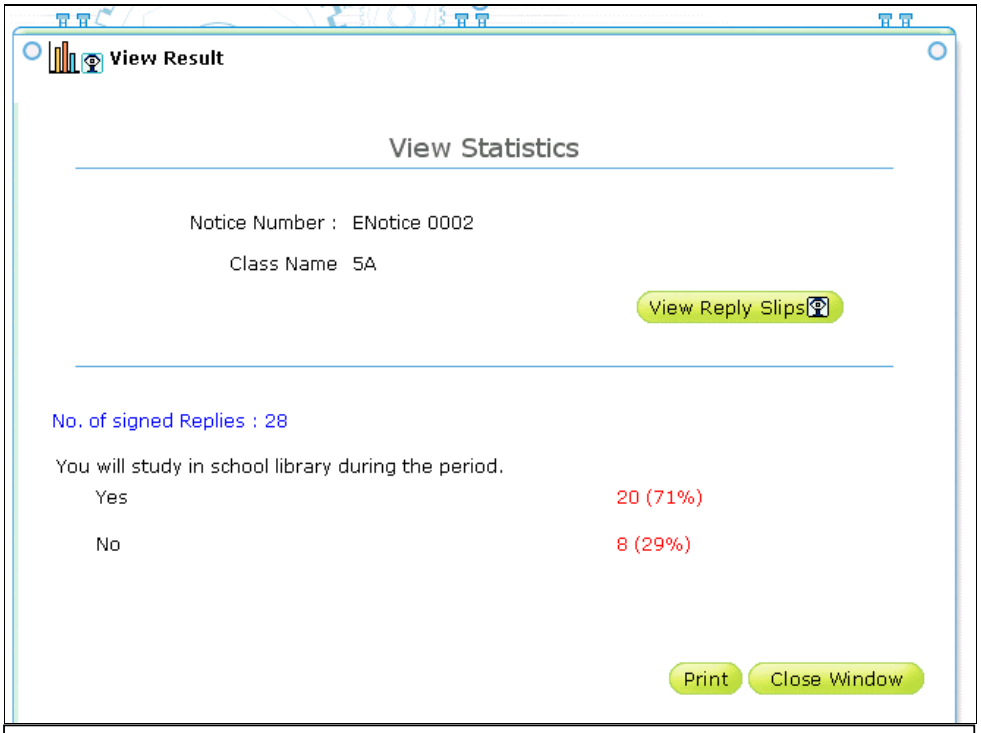


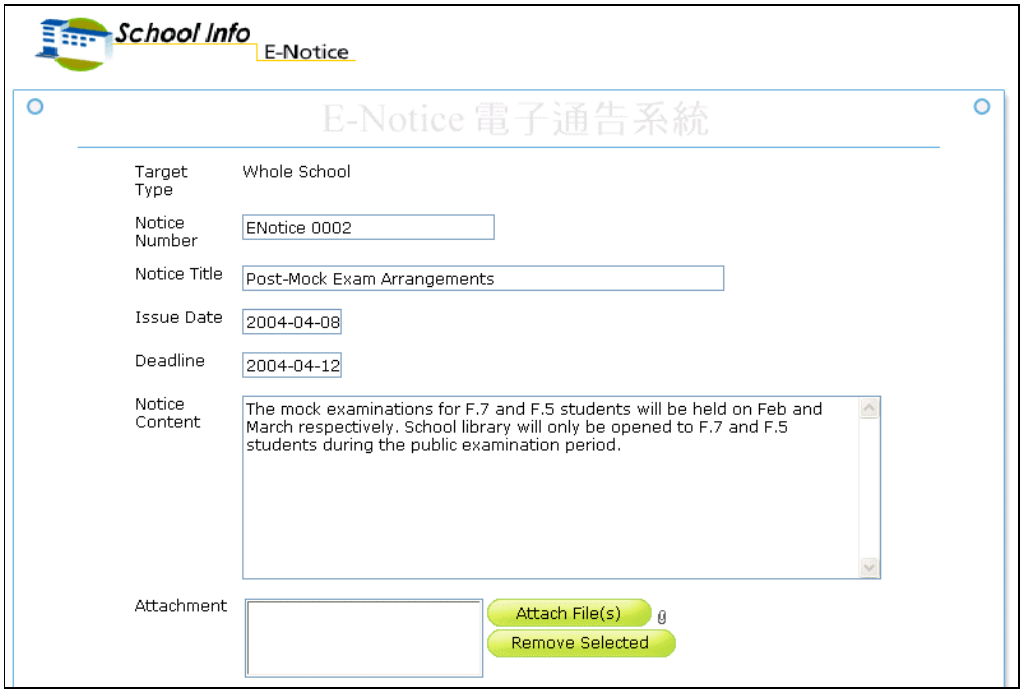
Notes:

Only class teachers and the teacher who creates the notice can view the results of the notice and the corresponding parent replies.

4.3.4 Edit Notice

i. Select the notice to be edited, and then press .

ii. Edit the notice and then press "Send".



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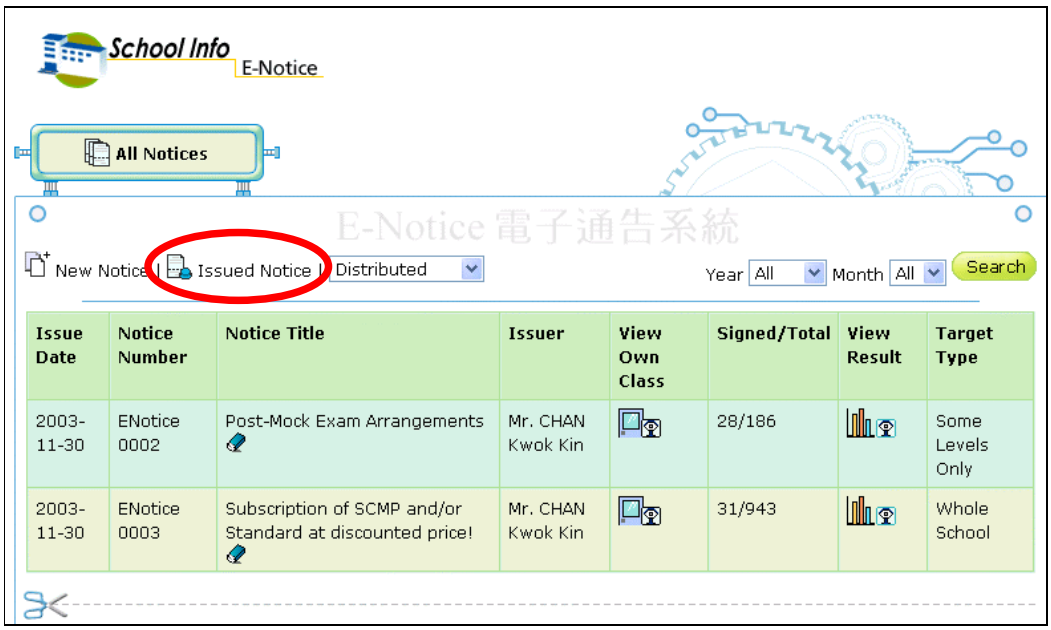
Note:

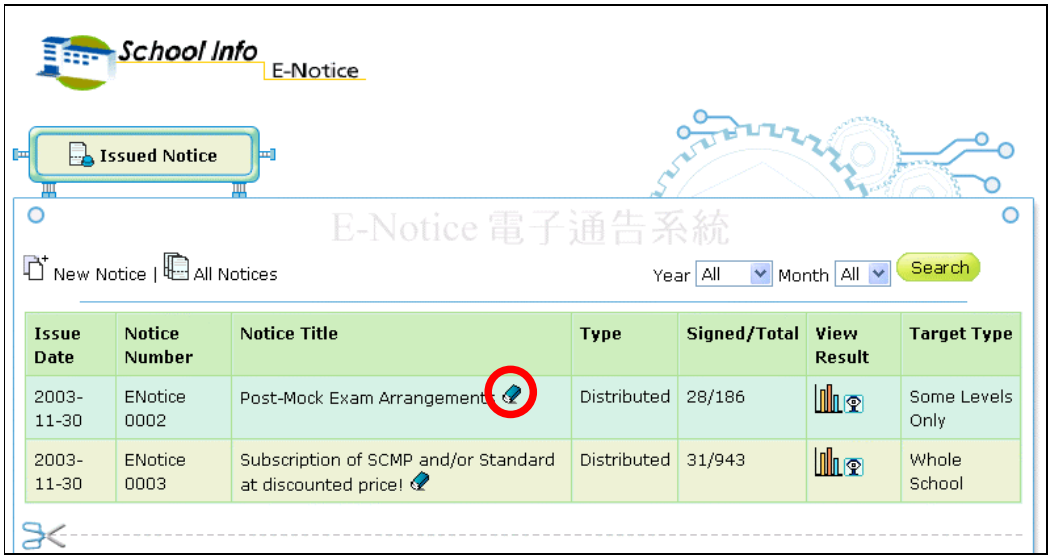
1. Can only edit "Suspended" notice
2. Can only edit notice before the Issue Date

4.3.5 Delete Notice

i. Press "Issued Notice"



ii. Select the notice to be deleted, then press



Note:

Can only be deleted by the teacher who issued the notice

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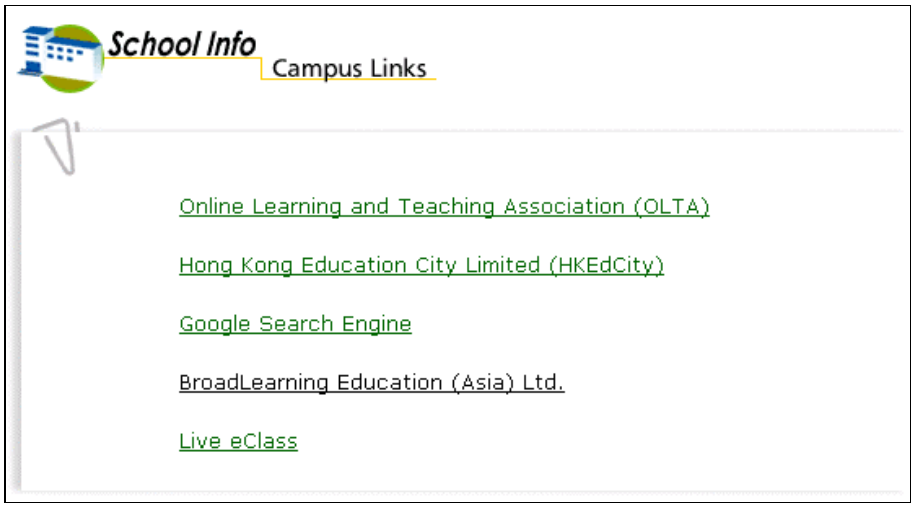
4.4 Campus Links

You might find some useful links in the Campus Links, which are provided by the system administrator, when you click on the link, the website will be opened in a new window.

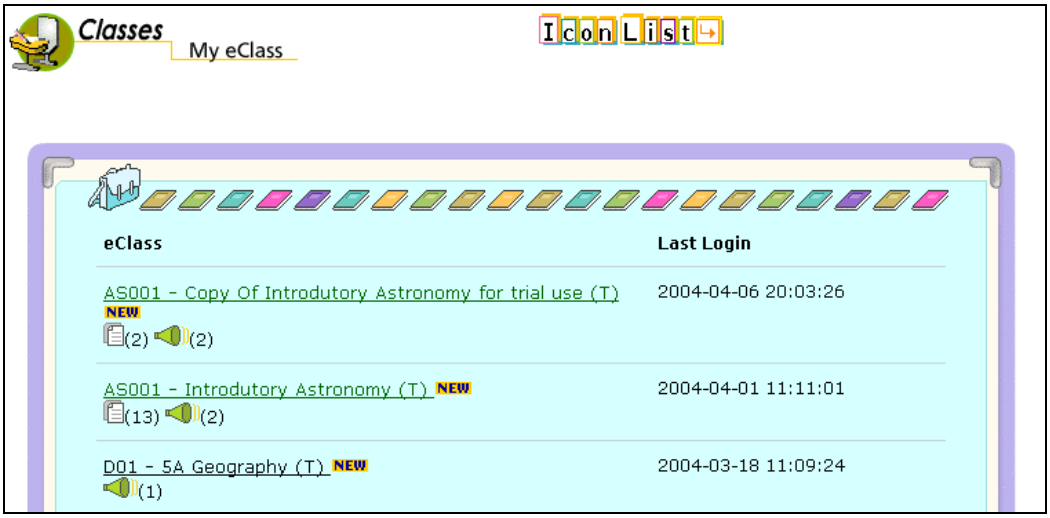


5. Classes

eClass is an integrated web-based learning management system (LMS) designed to deliver online teaching and to support classroom learning. Users can access their classroom from anywhere on the Web. You can browse and login your classrooms here. For details, please refer to the "eClass Teacher User Manual".

5.1 My eClass

To login a classroom, simply click on the name of the classroom.



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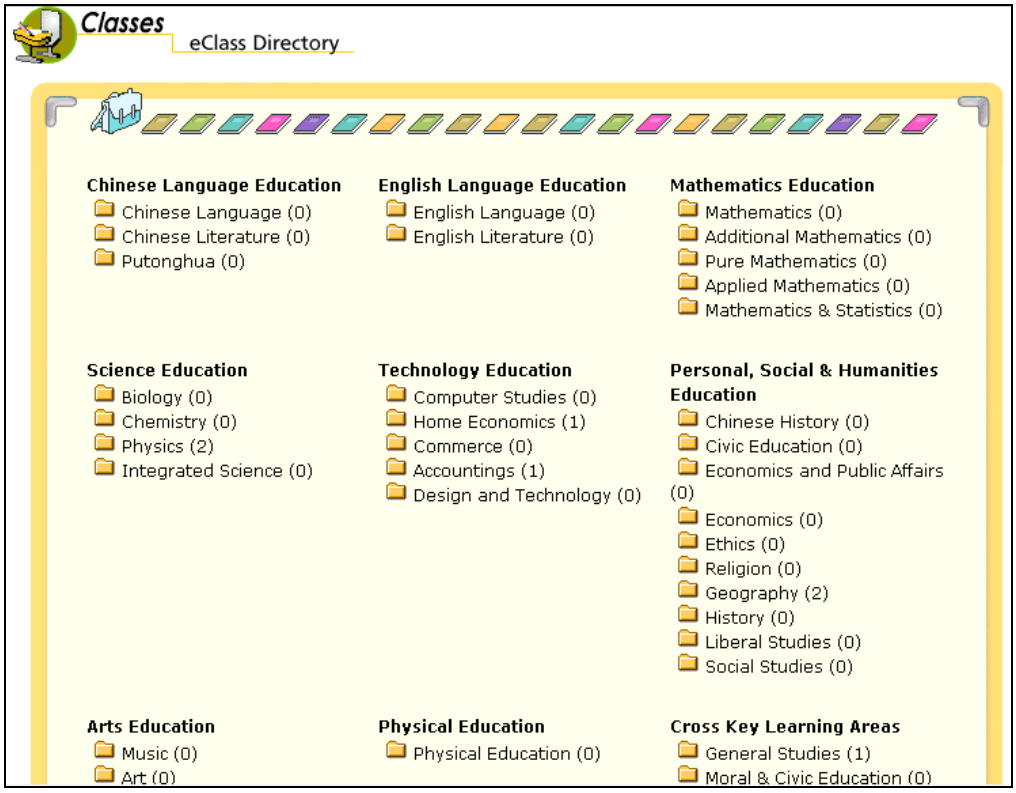
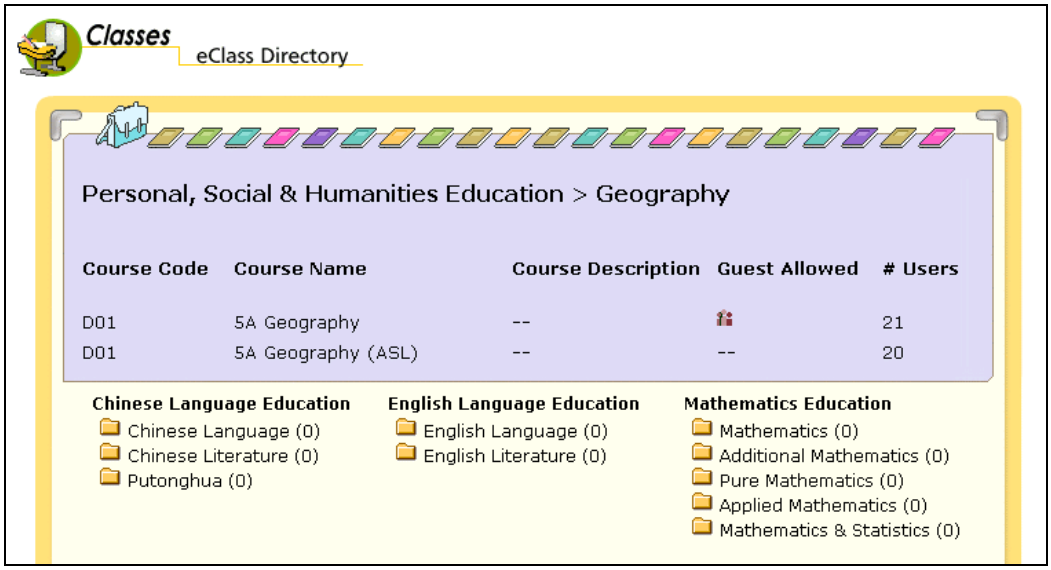
5.2 eClass Directory

All classrooms can be divided into different categories. Click on the category folder toview the corresponding classrooms. If the classroom allows guest login, you may press to login.





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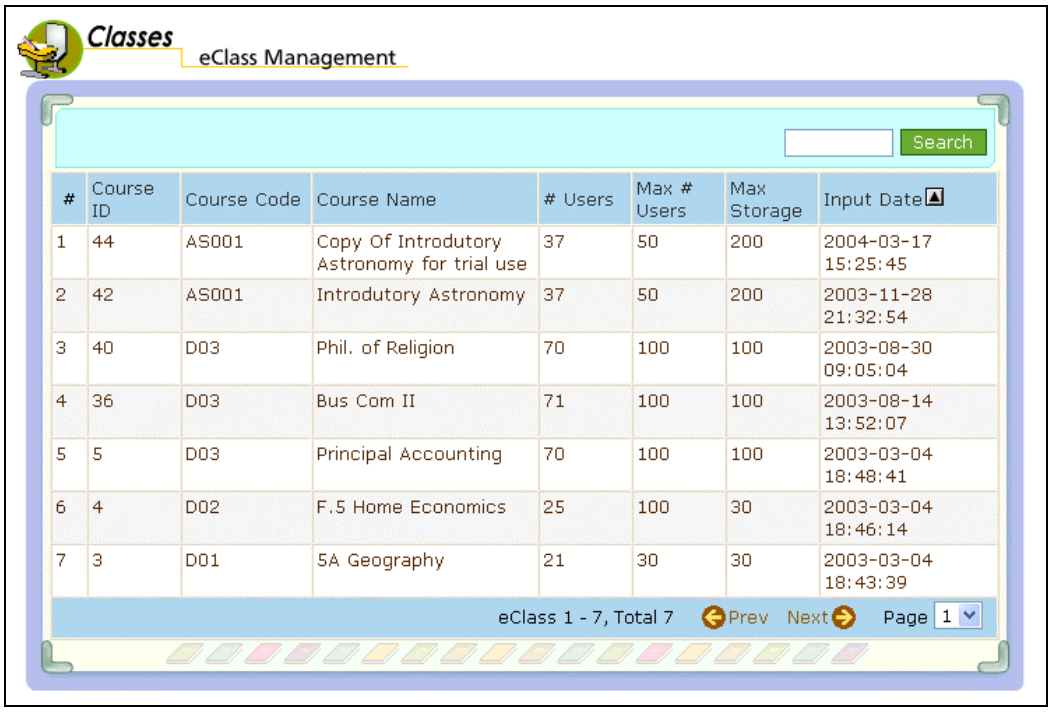
5.3 eClass Management

You can manage your online classrooms here.


Classes
eClass Management
Search
| Course ID | Course Code | Course Name | # Users | Max # Users | Max Storage | Input Date
1 | 44 | AS001 | Copy Of Introdutory Astronomy for trial use | 37 | 50 | 200 | 2004-03-17 15:25:45
2 | 42 | AS001 | Introdutory Astronomy | 37 | 50 | 200 | 2003-11-28 21:32:54
3 | 40 | D03 | Phil. of Religion | 70 | 100 | 100 | 2003-08-30 09:05:04
4 | 36 | D03 | Bus Com II | 71 | 100 | 100 | 2003-08-14 13:52:07
5 | 5 | D03 | Principal Accounting | 70 | 100 | 100 | 2003-03-04 18:48:41
6 | 4 | D02 | F.5 Home Economics | 25 | 100 | 30 | 2003-03-04 18:46:14
7 | 3 | D01 | 5A Geography | 21 | 30 | 30 | 2003-03-04 18:43:39
eClass 1 - 7, Total 7
Prev
Next
Page 1

5.3.1 New Classroom

i. Enter “Course Code”. Please enter a unique course code for easy reference.

ii. Enter “Course Name”, “Course Description”, “# of Users” and “Max Storage”

iii. Select the course type. The course will be displayed in the corresponding category in eClass Directory.

iv. Press “Submit”

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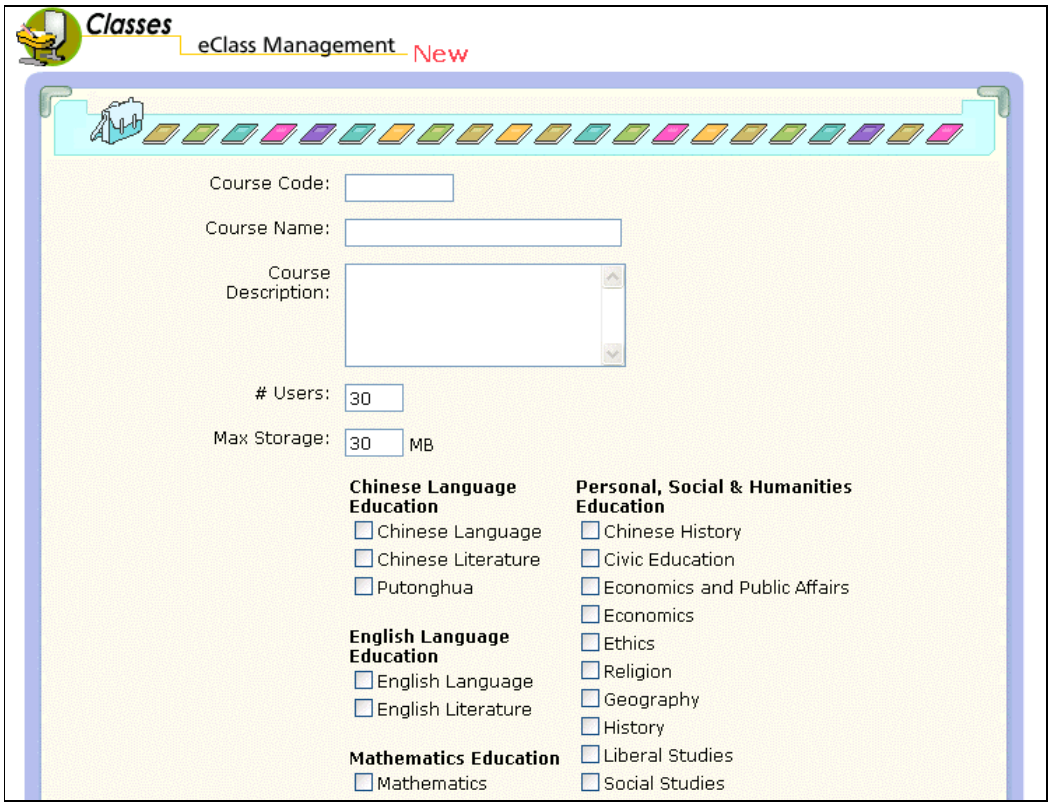
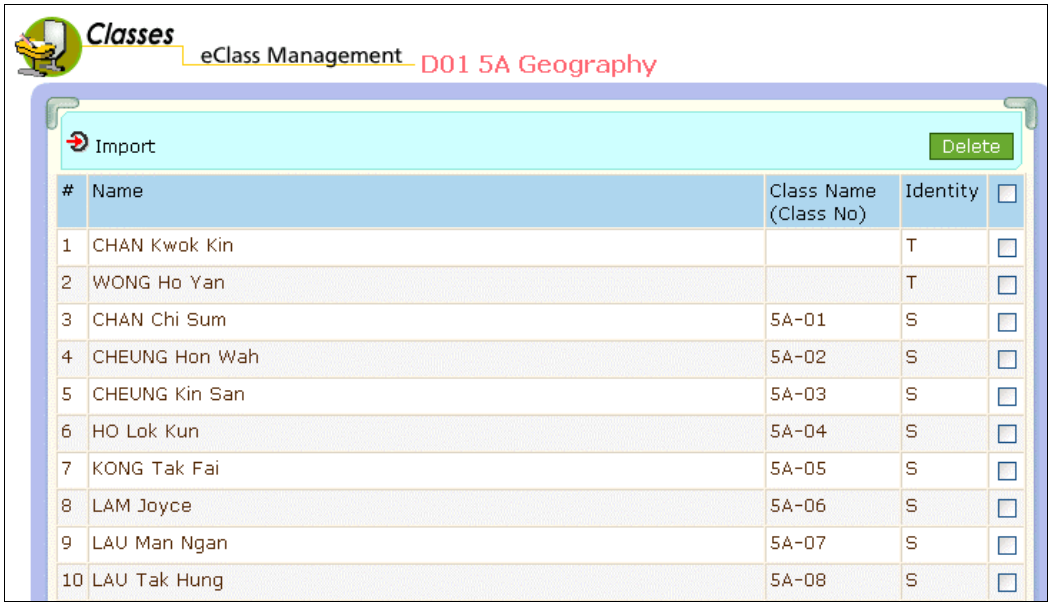


5.3.1.1 Import User

i. Press the name of the newly created course

ii. Press "Import"


Classes
eClass Management
D01 5A Geography
Import
Delete
Name Class Name (Class No) Identity
1 CHAN Kwok Kin T
2 WONG Ho Yan T
3 CHAN Chi Sum 5A-01 S
4 CHEUNG Hon Wah 5A-02 S
5 CHEUNG Kin San 5A-03 S
6 HO Lok Kun 5A-04 S
7 KONG Tak Fai 5A-05 S
8 LAM Joyce 5A-06 S
9 LAU Man Ngan 5A-07 S
10 LAU Tak Hung 5A-08 S

iii. Select the user status (S = Student; T = Teacher; A = Assistant)

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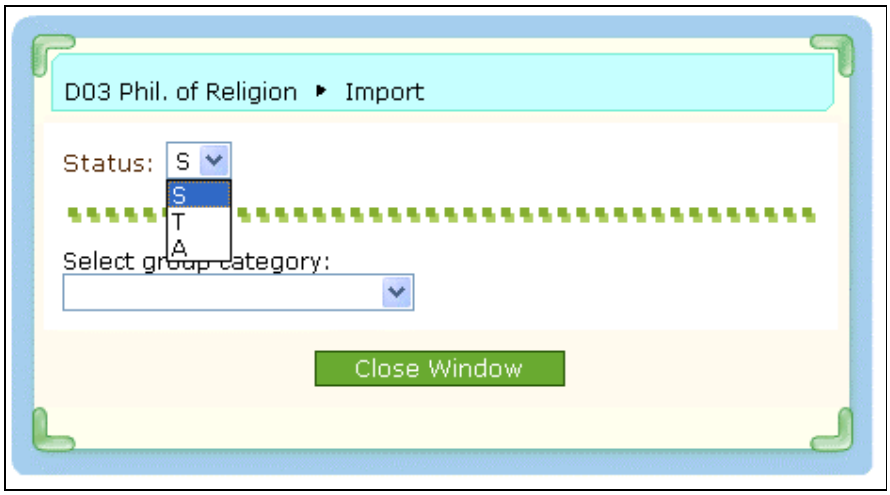
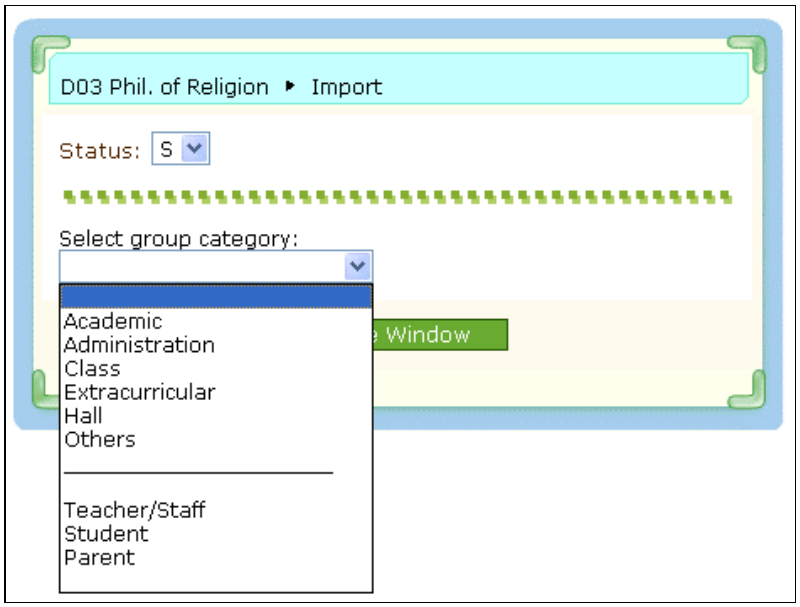


iv. Select the user type



v. Select the user group. To select more than one user, press “CTRL” while selecting the users, then press “Add”.

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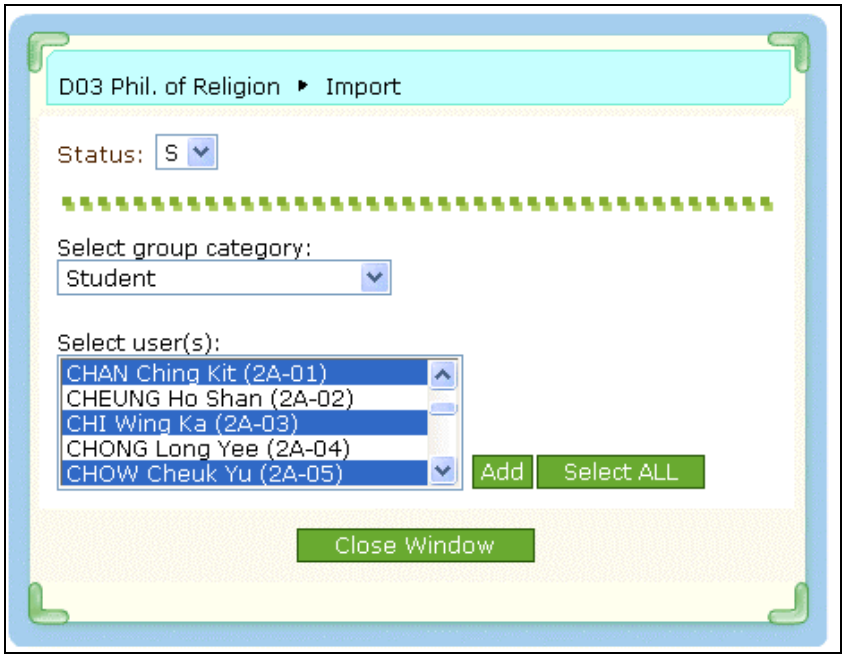
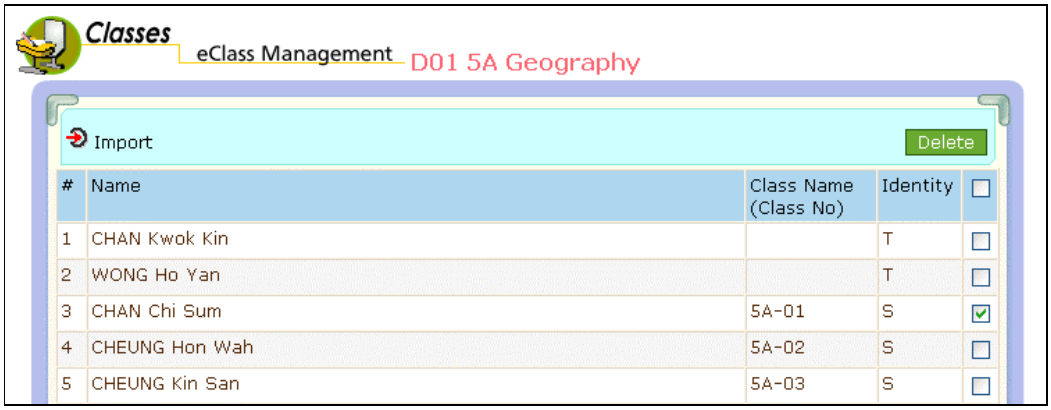


vi. Close the window after adding the users.

5.3.1.2 Delete User

i. Select the users to be deleted

ii. Press “Delete”



iii. Press “Confirm”

5.3.2 Copy Classroom

You can copy a whole classroom. The content to be copied includes user list, course content, question bank, exercise paper, exam paper, bulletin, etc.

i. Select the classroom to be copied

ii. Press “Copy”

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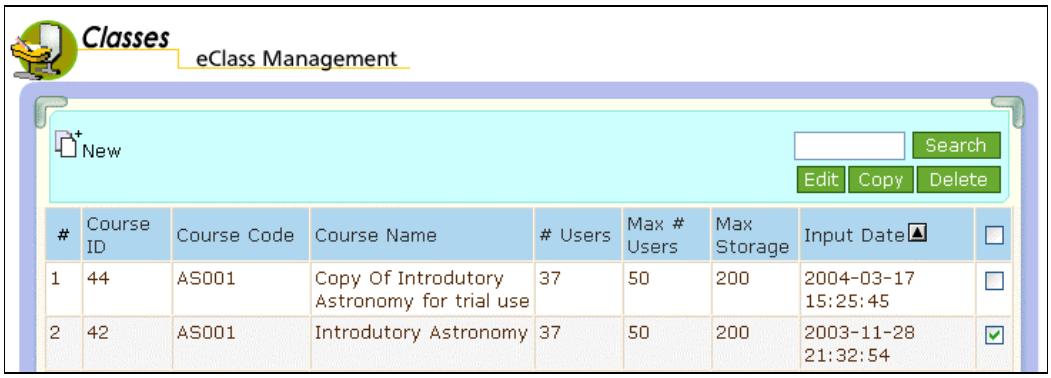
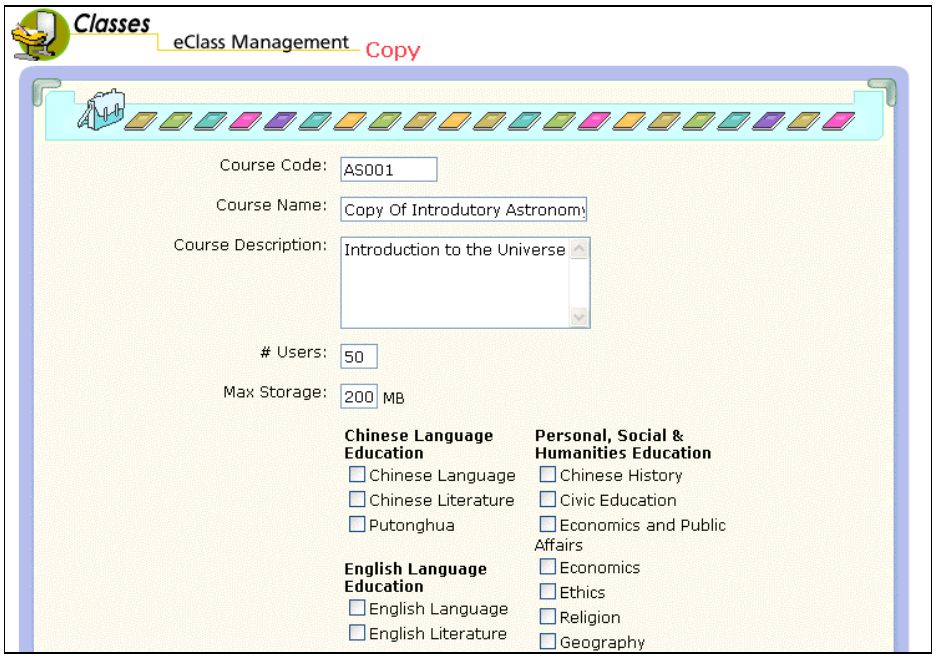

Classes
eClass Management
New
Search
Edit
Copy
Delete
| Course ID | Course Code | Course Name | # Users | Max # Users | Max Storage | Input Date
1 | 44 | AS001 | Copy Of Introdutory Astronomy for trial use | 37 | 50 | 200 | 2004-03-17 15:25:45
2 | 42 | AS001 | Introdutory Astronomy | 37 | 50 | 200 | 2003-11-28 21:32:54

iii. Fill in the information for the copied classroom

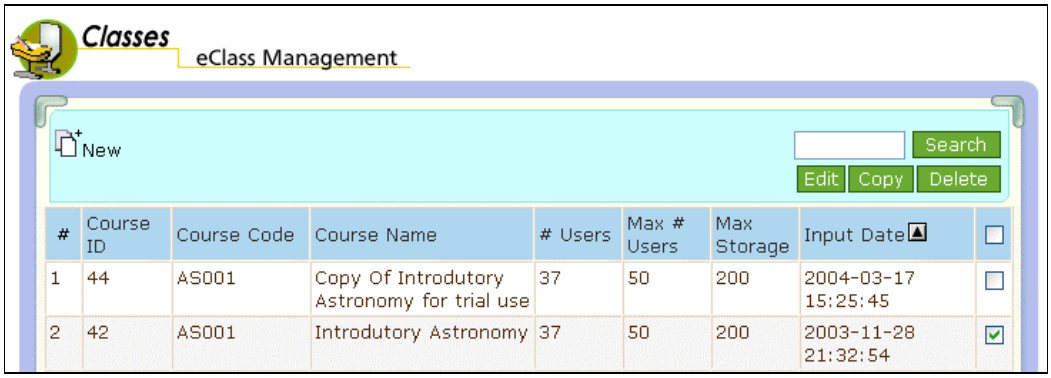
iv. Press “Submit”



5.3.3 Edit Classroom

i. Select the classrooms to be edited

ii. Press “Edit”


Classes
eClass Management
New
Search
Edit
Copy
Delete
| Course ID | Course Code | Course Name | # Users | Max # Users | Max Storage | Input Date
1 | 44 | AS001 | Copy Of Introdutory Astronomy for trial use | 37 | 50 | 200 | 2004-03-17 15:25:45
2 | 42 | AS001 | Introdutory Astronomy | 37 | 50 | 200 | 2003-11-28 21:32:54

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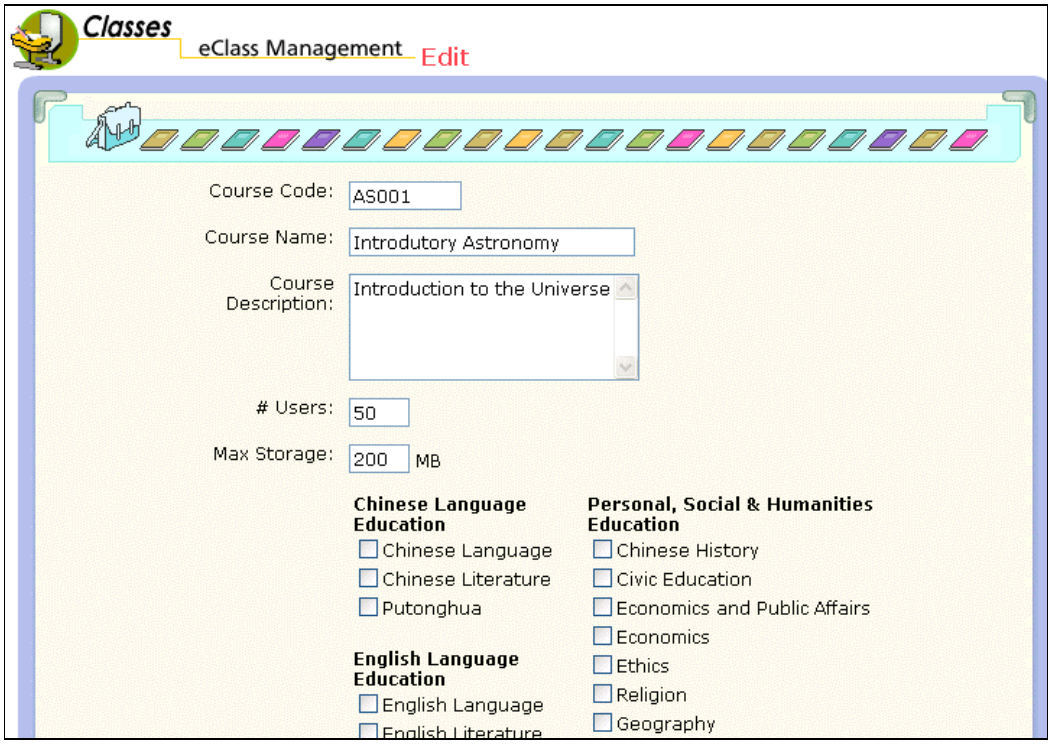
iii. Edit the information

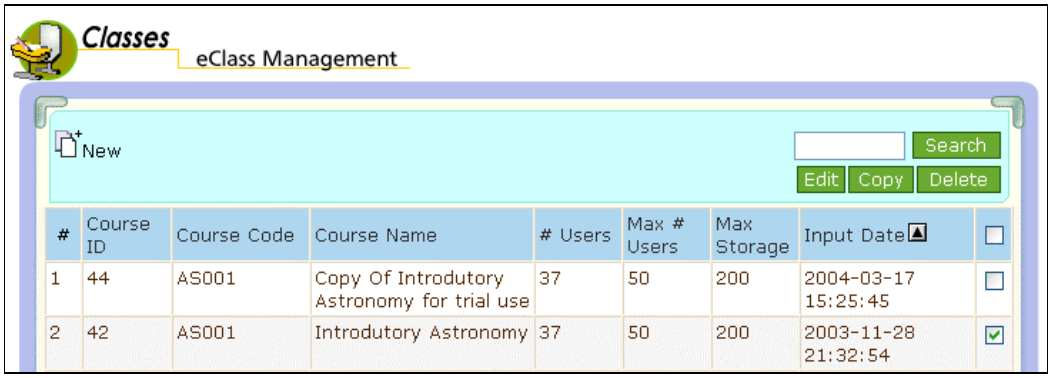
iv. Press “Save”



5.3.4 Delete Classroom

i. Select the classroom to be deleted

ii. Press “Delete”


Classes
eClass Management
New
Search
Edit
Copy
Delete
| Course ID | Course Code | Course Name | # Users | Max # Users | Max Storage | Input Date
1 | 44 | AS001 | Copy Of Introdutory Astronomy for trial use | 37 | 50 | 200 | 2004-03-17 15:25:45
2 | 42 | AS001 | Introdutory Astronomy | 37 | 50 | 200 | 2003-11-28 21:32:54

iii. Press “Confirm”

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6. Homework List

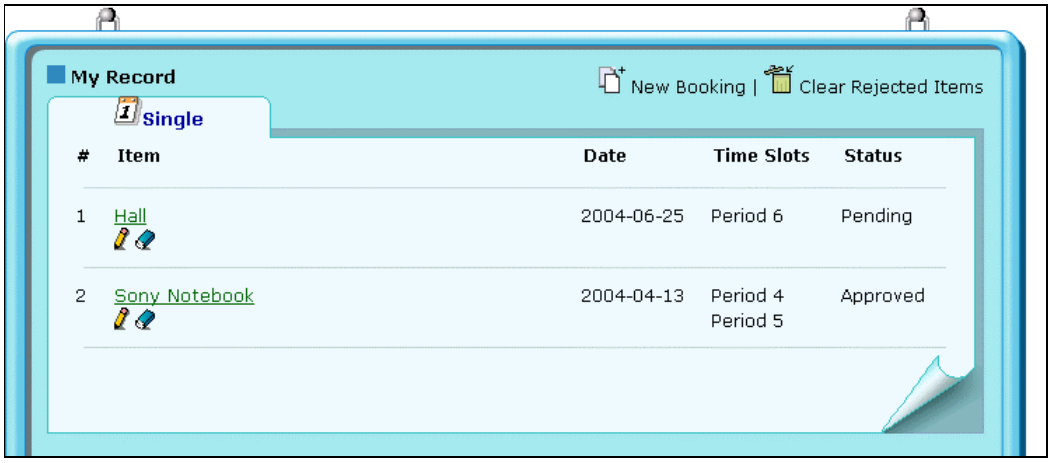
Please refer to 3.7 of this user manual.

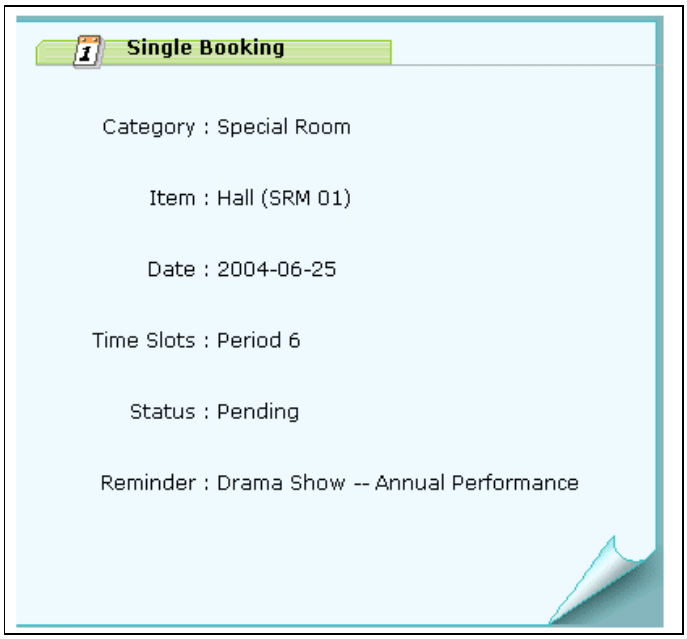
7. Resource Booking

Resources Booking is a tool for allocate resources effectively. It let teachers booking resources more convenience through out internet at anytime and anywhere.

7.1 My booking records

7.1.1 View Single Booking


My Record
New Booking | Clear Rejected Items
Single
Item Date Time Slots Status
1 Hall 2004-06-25 Period 6 Pending
2 Sony Notebook 2004-04-13 Period 4 Period 5 Approved


Single Booking
Category : Special Room
Item : Hall (SRM 01)
Date : 2004-06-25
Time Slots : Period 6
Status : Pending
Reminder : Drama Show -- Annual Performance

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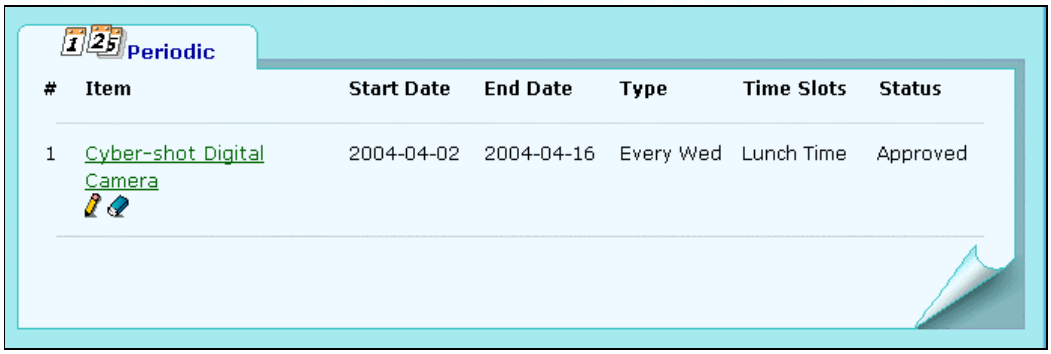
7.1.2 Periodic Booking

Click on the item to read the details of periodic booking record.


Periodic
Item Start Date End Date Type Time Slots Status
1 Cyber-shot Digital Camera 2004-04-02 2004-04-16 Every Wed Lunch Time Approved

7.2 Create Booking

To make a booking, click

, you will see the following window.

Read the instructions and follow the steps list below.

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7.2.1 Create Single Booking

Step 1 : Choose the category of the intended item.

Step 2: Decide the booking frequency: single.

Step 3: Select the date from calendar, then you can view the time slot.

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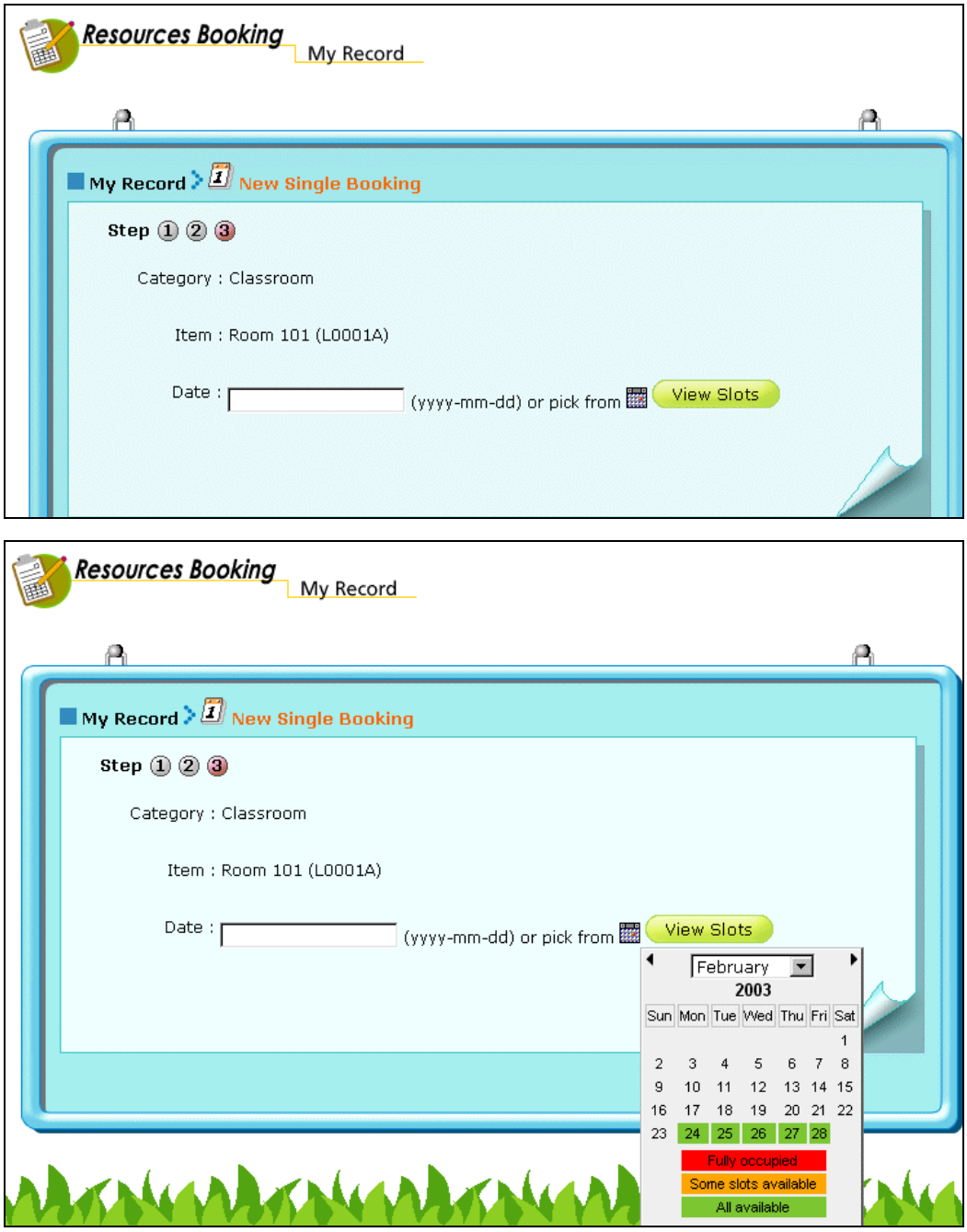

Step 4: View and select time slot.

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Remarks: Time slot of all resources is preset by Admin.

7.2.2 Create Periodic Booking

Step 1 : Choose the category of the intended item.

Step 2: Decide the booking frequency: periodic.

Step 3: Fill in the necessary items, select the time slot(s) and click **Submit**. Then you will see a confirmation page. Select **OK** to confirm or **Back** to edit.

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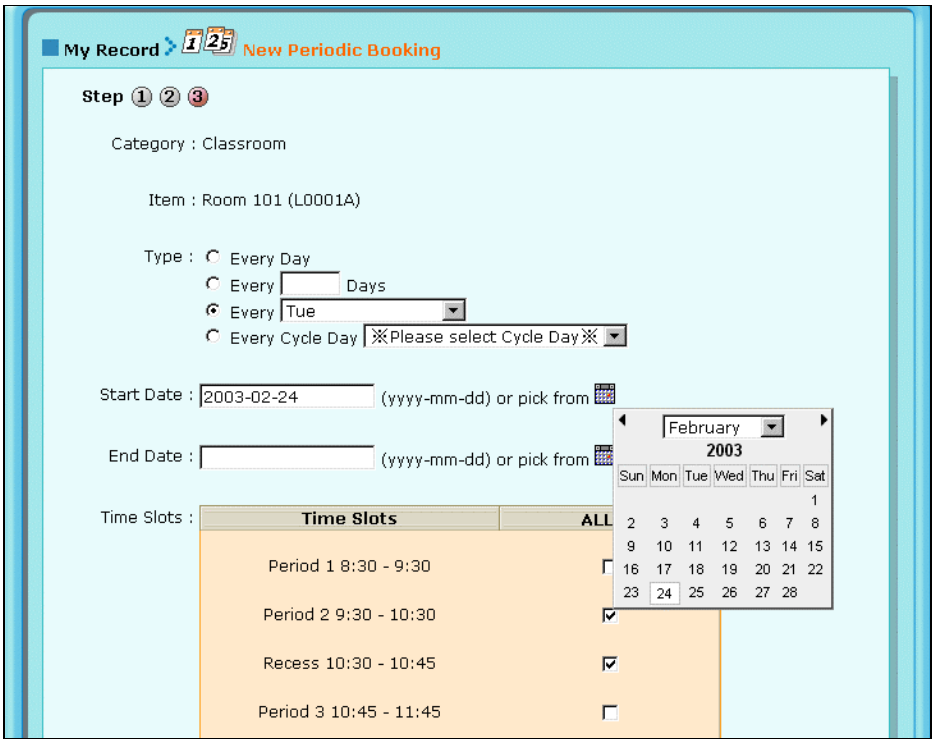
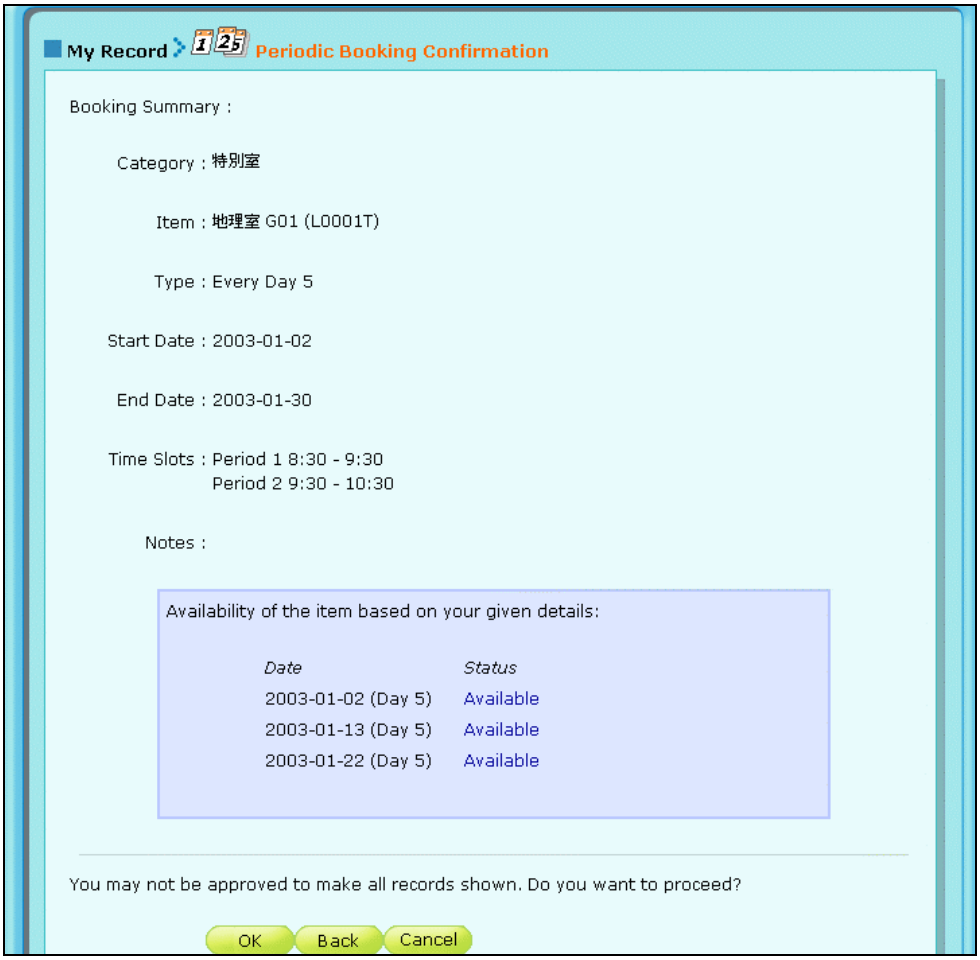

My Record
New Periodic Booking
Step 1 2 3
Category : Classroom
Item : Room 101 (L0001A)
Type :
Every Day
Every Days
Every Tue
Every Cycle Day ※Please select Cycle Day※
Start Date : 2003-02-24 (yyyy-mm-dd) or pick from
End Date : (yyyy-mm-dd) or pick from
Time Slots :
Time Slots
ALL
Period 1 8:30 - 9:30
Period 2 9:30 - 10:30
Recess 10:30 - 10:45
Period 3 10:45 - 11:45
February
2003
Sun Mon Tue Wed Thu Fri Sat
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28



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7.3 Clear Rejected Items

If you do not want to keep previous record of rejected items, you can click

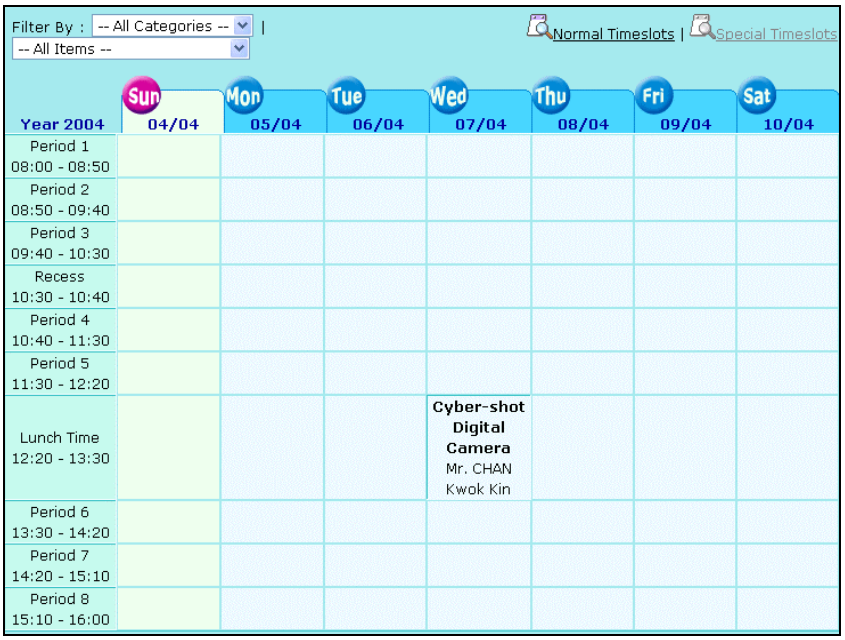
to clear all rejected items at once.

7.4 Reserved Record

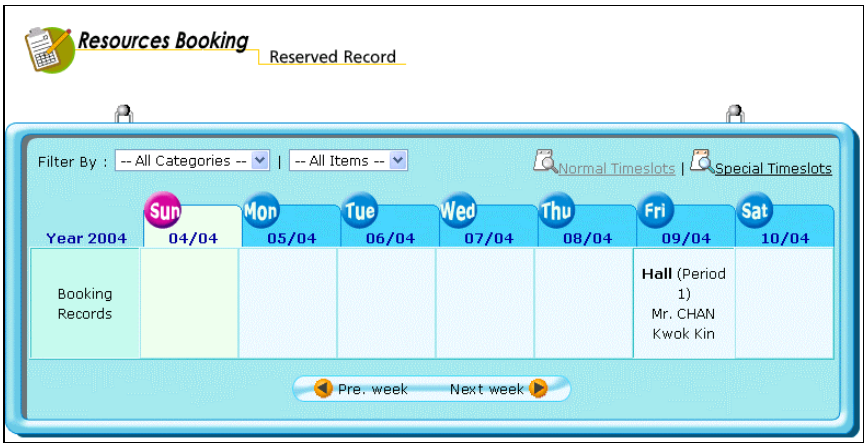
7.4.1 Read Normal Timeslots

Click on Reserved Record, you might view booking records of Normal Timeslots.

You can also use the filtered function to search out one of the resource.



7.4.2 Read Special Timeslots



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